

**HEAD OF COSTUME (SHOW) (CONTRACT)**



**ABOUT WORLD OF WEARABLEART (WOW)**

At the heart of WOW is an internationally renowned wearable art competition which attracts entries from countries around the globe each year. The astonishing works of wearable art created by designers and then selected by the judges go on to take the stage in the annual WOW Show, which attracts an audience of close to 60,000 people. WOW also has the privilege to house and care for an incredible collection of past garments which are showcased through exhibitions, live events, and other activations.

**LOCATION:**

Based in Wellington for the period of the Show, travel to Wellington as required for planning, fittings etc, otherwise remote.

**PURPOSE:**

The Head of Costume is responsible for the planning, delivery and operation of all costume elements for the production. Working closely with the Costume Designer and reporting to the Show Producer, the Head of Costume provides creative, technical and operational leadership across the costume department throughout the build, rehearsal and performance period.

**REPORTS TO:**

Show Producer

**DIRECT REPORTS:**

Contracted/Casual Show Costume Team

**KEY RELATIONSHIPS:**

**Internal**

Costume Designer, Show Director, Aerial Choreographer, Show Heads of Departments, Cast.

**External**

Third-party suppliers

## KEY RESPONSIBILITIES

- Costume Management at Show

- Work with Costume Designer to interpret and realise costume designs to the required creative, technical and quality standards.
- Ensure all costume outcomes align with the overall artistic vision of the production while remaining practical, durable and performance ready.
- Lead, manage and support the costume department including the costume workshop and wardrobe teams, with overall responsibility for the construction, maintenance, running repairs and performer dressing of all show costuming for the season.
- Oversee the crossover of team and workflow between:
  - Costume construction
  - Maintenance and running repairs during rehearsals and performances
  - Performer dressing and wardrobe operations
- Foster a collaborative, inclusive and professional working environment within the department.
- Plan, establish and manage the setup and operation of the costume workshop for build and rehearsal periods.
- Ensure effective scheduling, task allocation and planning to meet production deadlines.
- Oversee and manage all costume fittings, including scheduling, documentation of alterations and coordination with performers and creative.
- Manage the costume department budget and resources, making best endeavours to deliver all costuming within the allocated budget and agreed timelines.
- Keep the Show Producer informed of progress, risks and any anticipated overruns.
- Assist in the recruitment, induction and supervision of all workroom contractors and interns.
- Oversee costume operations during rehearsals and performances, ensuring costumes are safe, functional and maintained to a high standard.
- Ensure appropriate systems are in place for quick changes, repairs and contingency responses during live performances.
- Assist with performer dressing as required.
- Provide machinery and equipment oversight, ensuring all costume

	<p>related machinery is maintained to a high standard, operated safely and that all workshop assets are appropriately cared for.</p> <ul style="list-style-type: none"> <li>• Manage post show costume processes, including cataloguing, inventory, cleaning, storage and ongoing maintenance or preparation for future use.</li> <li>• Ensure all costume assets are returned, stored or archived according to production requirements.</li> </ul>
Company policies, Safety and Wellbeing	<ul style="list-style-type: none"> <li>• Displaying commitment through actively supporting all safety and wellbeing initiatives.</li> <li>• Complying with relevant safety and wellbeing policies, procedures, and reporting requirements.</li> <li>• Contributing to the upholding of company strategy and policies.</li> </ul>
Wider business contribution	<ul style="list-style-type: none"> <li>• Contributes to the wider business as required including contributing to organisational planning and reporting</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Contributes to successful relationship management of WOW stakeholders, sponsors, and suppliers</li> <li>• Represents WOW with external stakeholders as required</li> </ul>
Other	<ul style="list-style-type: none"> <li>• From time to time, support with other duties as reasonably required.</li> </ul>

<b>EXPERIENCE</b>	
Education, Experience and Person Profile	<ul style="list-style-type: none"> <li>• Extensive technical knowledge and experience in managing costume construction, maintenance and costume sourcing.</li> <li>• Proven experience working with a wide variety of mixed media materials and construction methods.</li> <li>• Experience with live performance and its operations.</li> <li>• Basic cultural competency in Te Ao Māori (Māori world) or openness to learn</li> </ul>
Attributes	<ul style="list-style-type: none"> <li>• High-level of attention to detail and problem-solving abilities</li> <li>• Excellent time management and organisational skills.</li> <li>• Resilient nature and able to work effectively under pressure</li> <li>• Highly organised, able to adapt to changing priorities</li> <li>• Strong verbal and written communicator.</li> <li>• Strong interpersonal skills, works well in a team environment</li> </ul>

## OUR PURPOSE

Our purpose is why we exist, why we come into work, and what we provide to people and the world.

“To create awe-inspiring encounters with a world of WearableArt”

## OUR VALUES

Our values are a set of guiding principles and beliefs that help us function together as a company with shared intention.

### **We do awe**

We're in the business of emotion. We evoke wonder, excitement, curiosity, and collective effervescence. We push the boundaries of what's possible and create a platform for others who do the same.

### **Collaborate with care**

We match high expectations with high support, lifting each other up, as well as those we encounter. We're open to others' points of view by default, and challenge with respect. We grow together and consider the collective.

### **Champions for creativity**

We're here for the makers of the world, and the people they inspire. We don't just celebrate creativity; we advocate for it. We believe the world needs makers and creators, and are passionate about bringing art off the wall and onto the body – and presenting this in mind bending ways.

### **Honing our craft**

We aim to attract, develop and be the best in our field. We take immense pride in what we do, and the platform we provide for the artists of the world. We're constantly curious and hungry for better, trying new things, solving problems, and discovering opportunities.

### **Good ancestors**

We aspire to leave the world a little better than we found it. We do this through lifting up human creativity, respecting the mana of all cultures, and by reducing our negative impact on the planet. We're proud to honour Te Tiriti o Waitangi.