

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>Capping Show Wardrobe Manager</b>
<b>Nature:</b>	<b>Fixed term</b>
<b>Reports to:</b>	<b>Events Coordinator/Capping Show Production Manager</b>
<b>Direct reports:</b>	-
<b>Indirect reports:</b>	-
<b>Volunteers and Interns:</b>	-
<b>Location:</b>	<b>OUSA, University of Otago, Dunedin</b>
<b>Organisation:</b>	

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Structurally, OUSA is divided into 8 departments: Corporate support; Events; Communications and Marketing; Clubs and Socs; Critic; Planet Media Sales; Radio One and Student Support Centre.

With approximately 50 staff and many more volunteers, OUSA is a substantial organisation.

Managers of each department report to the CEO, who is responsible to the Student Executive for the overall management of the organisation.

Each of the departmental managers is responsible for the operations of their department, including staffing, financial management and service provision.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer who values inputs from all staff.

**Position purpose:**

Organise creating/making and/or obtaining all the costumes for the OUSA Capping Show as requested by the Directors and ensuring that the costumes are of a suitable standard for a high quality dramatic production. A high standard of costumes shall be maintained throughout the Capping Show run. All costumes must be in keeping with the objective that the show achieves its goals, namely to be a comical cabaret-style show by students for, on the main, a student market. The Show shall attempt to be humorous without being offensive.

**Areas of Responsibility**

Area	Expected Outputs
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Supervise and encourage involvement from the cast and musicians.</li> <li>• To ensure that suitable lines of communication between the volunteers, cast and crew are maintained.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>General Tasks</b>	<p>Reporting to OUSA Events Coordinator and Capping Show Production Manager this position will be responsible for ensuring:</p> <ul style="list-style-type: none"> <li>• The costumes are of a suitable standard for a high quality dramatic production and that this high standard is maintained throughout the Capping Show run.</li> <li>• The entire cast is appropriately costumed.</li> <li>• A good knowledge of the show is gained in order that costumes can be obtained and ready prior to the dress rehearsal.</li> <li>• Liaison with local theatre wardrobes.</li> <li>• That all costumes are kept in a tidy manner after each dress or performance.</li> <li>• That if costumes require mending or alterations that these are made prior to each performance.</li> <li>• That if costumes require dry cleaning or washing that this takes place.</li> <li>• Costumes are returned to their owners after the show and that costumes owned by OUSA are returned to OUSA.</li> <li>• Costumes for actors are prepared in time for pre-show publicity.</li> <li>• Ensuring that the deadlines are met, without exception.</li> </ul> <p><b>Planning and Reporting:</b></p> <ul style="list-style-type: none"> <li>• Attend meetings with the OUSA Events Team and report on whether target goals are being achieved and to communicate relevant issues relating to the successful production of the Capping Show.</li> <li>• Provide a written debrief report to the Events Coordinator after the completion of the show, which will be used to benchmark any problems/issues and highlight any recommendations for future Capping Shows.</li> </ul>

<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• To ensure staff and volunteers report accidents to the Events Coordinator or Capping Show Production Manager, participate in hazard identification specific to their place of work and ensure that they carry out their duties in accordance with OUSA's Health and Safety Management systems. To ensure that all staff and volunteers are made aware of the appropriate emergency procedures and the hazards of whatever venue/s they are working in.</li> <li>• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture</li> <li>• Be familiar with the hazard register for the work area that you work in</li> <li>• Communicate to the Events Coordinator and colleagues any potential hazards that you identify that are not on the register</li> <li>• Be familiar with the location of first aid kits and qualified first aiders in the Association</li> <li>• Be familiar with and adhere to any health and safety plans</li> <li>• Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Events Manager of these</li> <li>• Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community</li> </ul>
<p><b>Delegated authorities</b></p>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

**Personal Attributes**

<p><b>Working Collaboratively</b></p>	<ul style="list-style-type: none"> <li>• Ability to build and maintain professional and productive relationships</li> <li>• Ability to relate to a diverse range of people</li> <li>• Excellent written and oral communication skills</li> <li>• Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA</li> </ul>
<p><b>Organisation</b></p>	<ul style="list-style-type: none"> <li>• Manages self, resources and workload to meet timelines</li> <li>• Is reliable, organised and keeps all files and documents in order</li> <li>• Is self-motivated and able to work independently and as part of the team</li> <li>• Ability to recognise when issues need to be escalated to the Departmental Manager</li> </ul>
<p><b>Change</b></p>	<ul style="list-style-type: none"> <li>• Is flexible and resilient to meet the ever changing needs of the OUSA</li> </ul>

<b>Problem Solving</b>	<ul style="list-style-type: none"><li>• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate</li></ul>
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**Qualifications and Experience**

- Good clothing design and sewing skills
- Some experience working with theatre costume design
- Ability to work to strict deadlines
- Some experience with volunteers
- Proven ability to work with a broad range of people, especially young people