

Volunteer Costume Coordinator

Position Statement:

Position Title	Volunteer Costume Coordinator
Reports To	Jo McDonald, Studio Director
Location	Dragonfly Dance Studio
Commitment	Flexible hours leading up to the showcase, with some in-studio and remote work

Role and Responsibilities

Overview:

The Volunteer Costume Coordinator plays a vital role in ensuring our dancers look their best for the 2024 Student Showcase. This position involves liaising with teachers and students, sourcing necessary items, and coordinating a team of volunteers for any required sewing, alterations, or crafting.

Key Responsibilities:

Communication:

- Work closely with teachers to understand their costume concepts and needs.
- Communicate costume plans to students and ensure everyone is informed and comfortable with their costumes.

Sourcing:

- Identify and purchase any required costume items, focusing on affordability and availability.
- Coordinate with retail stores if specific items are needed (eg pants, waistcoats, hats).

Coordination:

- Lead a team of volunteer helpers for tasks such as sewing, making alterations, or creating costume pieces.
- Ensure all costume items are prepared and ready well before the showcase.

Approval and Quality Control:

- Ensure that all costume pieces sourced by dancers are approved by teachers and meet the required standards.
- Maintain a record of all costume pieces to track progress and ensure no dancer is left without the required items.

Skills and Qualities:

- **Organisational Skills:** Ability to manage multiple tasks and coordinate a team efficiently.
- **Communication Skills:** Clear and effective communication with teachers, students, and volunteers.

- **Creativity:** Innovative in sourcing and creating costume pieces that align with the showcase themes.
- **Attention to Detail:** Ensuring all costumes meet the required standards and are ready on time.
- **Team Player:** Collaborative spirit to work effectively with teachers, students, and volunteers.

By taking on this role, you will be helping to create a memorable and visually stunning showcase for our dancers and audience. Thank you for your commitment and creativity!