

CVI STATE TEAM COSTUME COORDINATOR

DUTY STATEMENT

State Team Committee Purpose

The CVI State Team Committee exists to provide the best environment and opportunity for Victoria's elite calisthenics athletes and coaches to represent their state to the best of their ability in competition against their interstate peers at the ACF National Calisthenic Championships.

In 2018 we would like to have 4 costume coordinators – one per section. The CVI State Team Costume Coordinator reports to the CVI Events Manager and State Team Manager.

Note: this position description should be read and considered in conjunction with the Victorian State Team Committee Terms of Reference.

Responsibilities:

- Adhere to costume budgets
- Estimate and arrange purchase of all costume material and accessories in accordance with CVI purchasing guidelines
- Set timelines for the making and trimming of all costumes and ensure key dates are met
- Liaise with coaches to determine all costume requirements
- Organise dressmakers
- Provide clear terms of engagement for Dressmakers
- In conjunction with Section Managers organise costume fitting times
- Costumes are provided to mothers in a timely and even manner to complete trimming

Skills

- Well organised and the proven ability to work to dead lines
- Good project management skills
- Willingness to work with State Team Coaches and be understanding of their requirements
- Good Communication skills

Please note – for this role you do not have to be a dressmaker.