|  |
| --- |
| **1. Position Details** |
| **Position Title:**  | **Assistant Stylist** | ***Position Code:***  |   |
| **Position Type:**  | [ ]  *Editorial* [ ]  *Support* [ ]  *Executive Management* | ***Position Grade:***  |  |
| **Base Location:**  |  | **Group:** |  |
| **Division:**  | MENA Division |
| **Channel / Directorate:**  | Programs Directorate |
| **Department:** | Programs Production Services Department |
| **Section:**  | General Appearance Section |

|  |
| --- |
| **2. Relationships** |
| **Report to :** (Supervisor’s Position) | Head of General Appearance |
| **Supervise :** (Subordinates’ Positions) | N/A |
| **Internal contacts:** | Presenters, journalists , Guests , staff (if required for work purpose) |
| **External contacts:** | Guest during outdoor events and project |

|  |
| --- |
| **3. Position Purpose Summary:** |
| Assistant Stylist - Responsible to Select, fit, and take care of costumes for cast members, and aid entertainers. May assist with multiple costume changes during performances. |

|  |
| --- |
| **4. Key Responsibilities and Accountabilities:** |
| • Advising presenters on clothing for on air• Ensuring all presenter to provide consistent and high quality wardrobe to on air presenters and guests• Distribute costumes or related equipment and keep records of item status. • Clean and press costumes before and after performances and perform any minor repairs. • Return borrowed or rented items when productions are complete and return other items to storage. • Arrange costumes in order of use to facilitate quick-change procedures for performances. • Provide assistance to cast members in wearing costumes, or assign cast dressers to assist specific cast members with costume changes. • Examine costume fit on cast members and sketch or write notes for alterations. • Purchase, rent, or requisition costumes or other wardrobe necessities. • Design or construct costumes or send them to tailors for construction, major repairs, or alterations. • Check the appearance of costumes on stage or under lights to determine whether desired effects are being achieved. • Create worksheets for dressing lists, show notes, or costume checks. • Review scripts or other production information to determine a story's locale or period, as well as the number of characters and required costumes. • Direct the work of wardrobe crews during dress rehearsals or performances. • Study books, pictures, or examples of period clothing to determine styles worn during specific periods in history. |

|  |
| --- |
| **5. Other Responsibilities** |
| • Perform other duties relevant to the job as requested. |

|  |
| --- |
| **6. Job Requirements and Qualifications** |
| **Education:**  | Minimum High School Diploma or Certificate on Wardrobe stylist for Film and TV, Fashion, or a related field is a must. |
| **Experience:**  | Minimum 2 years of professional experience in wardrobe stylist |
| **Skills:**  | • Interpersonal skills• Languages |
| **Knowledge** | • Knowledge in Stylist Fashion |
| **Abilities:**  | • Able to work under pressure • Able to deal with people • Able to learn and develop |
| **Core** **Competencies:** | 1- beIN Sports ethics and code of conduct.2- beIN Sports spirit.3- Diversity.4- Integrity. |
| **Work Environment:**  | Office work |
| **Job Demands:**  | Physical characteristics: |  |
| Other characteristics: |  |

|  |
| --- |
| **7. Performance Measures** |
| • Effective communication• Compliance to guidelines• Accuracy of work |

|  |
| --- |
| **8. Tools and Equipment** |
| • Magazine and other fashion related forpolio |