

POSITION: Performing Arts Departmental Assistant
REPORTS TO: High School Principal
CAMPUS: Cilandak/High School

PURPOSE

Under the supervision of the Head of the Performing Arts Department, the Performing Arts Departmental Assistant provides essential support to the department, focusing on costume design and production. This role involves designing, creating, and maintaining costumes for both curricular and extracurricular theatre and dance productions, while supporting the broader department with additional production needs. The Performing Arts Departmental Assistant plays a key role in ensuring the seamless execution of costumes and wardrobe elements for academic and extracurricular performances, including annual events, shows, and performances throughout the year.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum Bachelor's degree in Costume Design, Fashion Design, Theatre Arts, or a related field preferred
- Minimum two years of experience in costume design, construction, and wardrobe management
- Proven experience in costume design for both theatre and dance productions
- Fluent in written and spoken English and Indonesian
- Ability to follow both oral and written directions accurately
- Strong organizational skills, with the ability to manage time effectively and work independently
- History of responsibility when working unsupervised for extended periods
- Demonstrated initiative in the work setting and a proactive approach to problem-solving
- Ability to work collaboratively with diverse teams, including theatre, dance, and technical staff
- Excellent interpersonal and communication skills with students, faculty, parents, and colleagues
- Proficiency with Microsoft Office (Word, Excel, PowerPoint), Google Suite, and costume design software
- Familiarity with international or SPK school settings is preferred.
- A clear commitment to Child Safeguarding

DUTIES AND RESPONSIBILITIES

Costume Design and Production

- Design and create costumes for theatre and dance productions, ensuring that each costume is appropriate for the specific performance and production requirements.
- Oversee the fitting, alteration, and maintenance of costumes throughout the production process.
- Work closely with the theatre and dance directors to understand their vision and produce costumes that align with the production goals.
- Manage costume fittings for cast members, ensuring that all costumes are properly fitted and adjusted.
- Source and manage fabric, materials, and accessories required for costume design and construction.

Inventory and Wardrobe Management

- Organize and maintain the costume and prop inventory, ensuring that all items are properly stored, labeled, and in good condition.
- Oversee the laundering, repair, and upkeep of costumes and other wardrobe elements, ensuring their longevity for future use.
- Maintain records of all costume pieces, including their creation, use, and storage history.
- Liaise with local and overseas vendors for costumes, fabric, and materials needed for productions.

Support for Theatre and Dance Productions

- Support major annual events including musical theatre productions, dance showcases, and other key high school performances and productions.
- Assist with the production of props and set pieces for both theatre and dance performances.
- Support technical aspects of theatre and dance productions as needed, including managing wardrobe changes and ensuring smooth transitions during performances.
- Assist in the preparation and maintenance of performance spaces, ensuring that all costume and wardrobe elements are properly set up and ready for use.
- Collaborate with other Performing Arts departmental assistants to ensure all aspects of productions, including costumes, props, and technical support, are coordinated effectively.

Community and Student Engagement

- Foster a school culture of respect, identity, and pride among students, parents, and colleagues.
- Build positive interpersonal relationships and actively engage in Child Safeguarding practices.
- Promote positive interactions among our diverse student body and encourage creative expression.
- Actively participate in school trips, including multi-day and overnight excursions, to enrich students' educational experiences.

Collaboration and Communication

- Collaborate with department teams, schoolwide teams, and others to enhance educational outcomes and ensure the success of productions.
- Communicate effectively with all members of the JIS community, ensuring clear and open communication channels.

Professional Development and Evaluation

- Participate actively in professional development, accepting and acting on professional feedback.
- Engage in ongoing professional development to stay current with best practices and new techniques in costume design.
- Engage with the performance evaluation process to continuously refine professional practices.

Adaptability and Support

- Identify and seek support from peers, department members, and administration when in need, and provide peer support as needed to maintain a collaborative work environment.
- Work independently with higher responsibility during the months of June and July, including preparation for upcoming productions.

Professional Dispositions and Responsibilities

- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
- Perform additional duties as assigned by the High School Principal or Head of Department

TO APPLY

Interested candidates should apply directly by email to recruitment@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.