POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	COSTUME PLANNER / ADMINISTRATOR
Position no:	TBC
Team:	[Screen]
Department:	Screen Operations
Location:	Ultimo
Reports to:	TECHNICAL & OPERATIONS MANAGER 30004743
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 6]
HR Endorsement:	6/10/2026

Purpose

Plan and coordinate the provision of costume requirements to satisfy major/general production needs.

Key Accountabilities

- Under limited direction, plan costume resources to acquire & coordinate the provision of costume requirements to satisfy major/general production needs.
- Act as the Subject Matter Expert and advise all internal & external clients on the look and appearance of costumes to meet production requirements.
- Advise internal & external clients on number of casuals required and liaise with the Workforce team on production requirements in the costume space.
- Provide administrative support to facilitate smooth operation of productions and Costume department.
- Maintain regular and effective communications with program clients and talent.
- Proactively share information and learning with colleagues
- Represent the ABC and program interests with care and integrity.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.

- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Advanced training and qualifications and/or relevant industry experience in costume coordination.
2. Advanced understanding of TV production techniques procedures and terminology.
3. Ability to interpret, visualise, create and execute non-standard features from designs, outlines and or verbal instructions.
4. Able to supervise and evaluate the performance of costume staff and work collaboratively within and across team boundaries.
5. Demonstrated comprehensive independent aesthetic ability.
6. Demonstrated ability to provide direction and convey instructions to ensure timely delivery of production materials.
7. Proven ability to establish pro-active client relationships.
8. Demonstrated ability to identify, define and solve problems to achieve outcomes in specified time frames.
9. Demonstrated understanding and passion to source and create authentic content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds and Indigenous communities where editorially relevant.
10. ABC Values: Demonstrated personal commitment to fostering an inclusive and respectful environment, grounded in integrity and aligned with the ABC Values of aiming high, thinking differently, taking ownership, and delivering together.
11. ABC Policies: Understanding of the relevance and scope of ABC Policies and the ABC Values and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Values.
12. Diversity and Inclusion: Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

Special Requirements

- A current working with children/police clearance and ongoing renewal/maintenance of this clearance in accordance with relevant legislation.