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| **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 | | | | |

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| **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 |

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| **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. |

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| **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. |

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

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| **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: |  |

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

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