



## Stitching Assistant Roles & Responsibilities:

Below you will find the pay, time commitments, roles, responsibilities, and expectations of being Johnnyangel's Stitching assistant.

### Pay and Commitment:

**Title:** Stitching / Studio Assistant

**Pay:** \$17-20/hour (based on experience and stitching tests)

**Position (commitment):** seasonal / On-call

### Miscellaneous tasks:

1. Aid in execution of all orders. Utilizing the below skills:
  - a. Operating overlock machine
  - b. Operating straight stitch machines
  - c. Ironing material
  - d. Cutting Patterns
  - e. Following oral stitching directions.
  - f. Chalking out shapes/measurements/pattern pieces.
2. There is an expectation to aid in miscellaneous tasks that may arise. This could be but isn't limited to:
  - a. Organizing fabric, costumes, & closet spaces
  - b. Steaming garments
  - c. Packaging orders
  - d. Pulling costumes from storages spaces
  - e. Aiding with on-location shoots
  - f. Aiding with on-location costume pulls
  - g. Taking inventory of fabrics, materials, & costumes
  - h. Aiding in the building of 'Tech Pak' documents
  - i. Light cleaning and organization of studio space

### Expectations:

Being an assistant is a role that requires a certain set of skills and commitment. Listed below are the expectations for this role. Inability to adhere to the below expectations is grounds for termination.

- Punctuality
  - Please be at all meetings, in person or virtual, on time.
- Promptness
  - Deadlines met on time



# Stitching Assistant Roles & Responsibilities:

- Tasks are done in a timely manner
- Communication
  - Following a task you notify Johnnyangel it has been completed
  - Honesty
    - If you are unable to keep a commitment Johnnyangel is notified immediately so tasks don't fall through the cracks.
    - You are upfront on how you feel about tasks, communication styles, and expectations professionally & interpersonally.
- Attention to detail
  - Every detail and word matters.
- Note Taking
  - Details happen fast, and re-explaining tasks takes time out of Johnnyangel's already limited availability. Please take notes, and ask questions so Johnnyangel doesn't spend time going over things that have already been explained.
- Drive:
  - As an assistant it is expected that you bring drive, grit, and self-motivation to the table. You will be expected to tend to tasks primarily on your own so tending to them with drive, determination, and self-management will aid you in this role.