

Costume Job Descriptions

COSTUMES, ASSISTANT COSTUME DESIGNER – (STUDENT) - JOB DESCRIPTION

<u>Prerequisite Classroom Studies:</u>	TH 166	Theory of Play Production
	TH 261	Costume Technology
	TH 361	Stage Costuming
	TH 366	Elements of Theatre Design and Rendering
	TH 461	Costume Design
<u>Prerequisite Applied Experiences:</u>	Wardrobe Crew on a production	
	Stitcher on a production	

Must register for the appropriate Production Application [majors & minors] or Rehearsal and Performance [non-majors] class.

As a student in a Production Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled meetings
- Designer run through & Crew run through
- All production meetings and technical rehearsals
- Strike
- Debriefing

Scope of Duties:

The assistant costume designer duties will be determined on a show by show basis. This position is responsible for assisting the costume designers with the physical appearance of the actors, including clothing, costume accessories, and may include makeup, hair, and facial hair.

Specific Job Duties:

- Meet with the Costume Designer to review the progress of the design as often as necessary.
- Read and become thoroughly familiar with the script.
- Complete appropriate research to support costume designer.
- Assemble show research in an organized format (such as a 3-ring binder), and make this resource is available to the costume shop during the production period. It will be a useful resource to aid in pulling, cutting and draping.
- Assist the costume designer at all scheduled meetings and in the event the designer cannot attend a meeting, the assistant costume designer will represent the costume area.
- Attend and participate in all design meetings, production meetings, fittings, designer run through as requested by the Director, crew run through, crew training, dress rehearsals to check for the proper fit and wearing of all costumes in the production, strike and debriefing.
- Be acquainted with the design, actors, specific garments and the show bible as it develops to help collaborate on finalizing the design concept and the resulting design direction, including choices of period, style, texture, color, etc.
- Accompany the Costume designer and costume shop manager on shopping trips to help record receipts, swatches, measurements and any other information necessary for shopping.
- In coordination with the Costume Designer and Costume Shop Manager, determine weekly production work goals for the Costume Shop. Allow adequate time for special needs such as distressing. Assist in overseeing costume construction directed by the costume designer and costume shop manager.
- Assist the designer and craft artisan in the fabric and garment manipulation, dying and distressing.
- Follow up on any rental returns, dry-cleaning or laundering that must take place after the strike day.

Some items you may receive as assignments from the Costume Designer:

- Provide rehearsal costumes for the performers, as requested by the Director or Stage Manager.
- Assemble a “show bible” of all information pertinent to the preparation of costumes: contact sheet, measurement charts, costume sketches, fabric swatches, research materials, rental information, etc.

Costume Job Descriptions

- In coordination with the Stage Manager, arrange for cast measurements to be taken during individual appointments with each actor.
- Pull from stock the necessary costume and costume accessory elements for the production.
- Pull from stock all fabrics, trims & accessories to be used in the execution of the costume design with guidance of the Costume designer and/or Costume shop manager.
- Work with draper on any and all patterns selection for all garments to be constructed – or help direct staff cutter/drafter in developing patterns with guidance of Costume designer and Costume shop manager..
- Draft or drape original patterns or adapt existing patterns, as needed.
- In coordination with the Stage Manager and Costume Shop Manager, arrange for fittings of all costumes.
- Attend all costume fittings.
- Keep a running list of “things to do” for yourself and the costume shop staff. Communicate this work list to the Costume Shop Manager on a daily basis. Prioritize your list regularly.
- Working with the Director and Make-up Designer, help determine all makeup and hairstyles for the production with Costume designer, as needed.
- Prepare costume inventory lists for the Wardrobe crew chief.
- Make sure the dressing rooms are set up properly, prior to first dress rehearsal with the Wardrobe crew chief.
- Prioritize and attend to all notes during the dress rehearsal period.
- Make sure all rehearsal costumes and production costumes are properly cleaned and returned to stock.
- Make sure all borrowed or rented items are returned to the appropriate parties in good condition, and in a timely manner, after the show closes.

Prepare final documentation of your process, enumerated below:

- Evidence of script analysis
- “Portfolio finished” photos, programs, reviews, critiques, etc. documenting your participation on the project
- Project journal and self-evaluation of the project

COSTUMES, ASSISTANT TO THE DESIGNER - JOB DESCRIPTION

<u>Prerequisite Classroom Studies:</u>	TH 166	Theory of Play Production
	TH 261	Costume Technology
	TH 361	Stage Costuming
	TH 366	Elements of Theatre Design and Rendering

<u>Prerequisite Applied Experiences:</u>	Wardrobe Crew on a production
	Stitcher on a production

Must register for the appropriate Production Application [majors & minors] or Rehearsal and Performance [non-majors] class.

As a student in a Production Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled meetings
- Designer run through & Crew run through
- All production meetings and technical rehearsals
- Strike
- Debriefing

Scope of Duties:

The assistant to the costume designer duties will be determined on a show by show basis. This position is responsible for assisting the costume designers with the physical appearance of the actors, including clothing, costume accessories, and may include makeup, hair, and facial hair.

Specific Job Duties:

- Meet with the Costume Designer to review the progress of the design as often as necessary.
- Read and become thoroughly familiar with the script.
- Complete appropriate research to support costume designer.
- Assemble show research in an organized format (such as a 3-ring binder), and make this resource is available to the costume shop during the production period. It will be a useful resource to aid in pulling, cutting and draping.
- Assist the costume designer at all scheduled meetings and in the event the designer cannot attend a meeting, the assistant costume designer will represent the costume area.
- Attend and participate in all design meetings, production meetings, fittings, designer run through as requested by the Director, crew run through, crew training, dress rehearsals to check for the proper fit and wearing of all costumes in the production, strike and debriefing.
- Be acquainted with the design, actors, specific garments and the show bible as it develops to help collaborate on finalizing the design concept and the resulting design direction, including choices of period, style, texture, color, etc.
- Accompany the Costume designer and costume shop manager on shopping trips to help record receipts, swatches, measurements and any other information necessary for shopping.
- Follow up on any rental returns, dry-cleaning or laundering that must take place after the strike day.

Some items you may receive as assignments from the Costume Designer:

- Provide rehearsal costumes for the performers, as requested by the Director or Stage Manager.
- Assemble a “show bible” of all information pertinent to the preparation of costumes: contact sheet, measurement charts, costume sketches, fabric swatches, research materials, rental information, etc.
- In coordination with the Stage Manager, arrange for cast measurements to be taken during individual appointments with each actor.
- Pull from stock the necessary costume and costume accessory elements for the production.
- Pull from stock all fabrics, trims & accessories to be used in the execution of the costume design with guidance of the Costume designer and/or Costume shop manager.

Costume Job Descriptions

- Attend all costume fittings.
- Keep a running list of “things to do” for yourself and the costume shop staff. Communicate this work list to the Costume Shop Manager on a daily basis. Prioritize your list regularly.
- Prepare costume inventory lists for the Wardrobe crew chief.
- Make sure the dressing rooms are set up properly, prior to first dress rehearsal with the Wardrobe crew chief.
- Prioritize and attend to all notes during the dress rehearsal period.
- Make sure all rehearsal costumes and production costumes are properly cleaned and returned to stock.
- Make sure all borrowed or rented items are returned to the appropriate parties in good condition, and in a timely manner, after the show closes.

Prepare final documentation of your process, enumerated below:

- Evidence of script analysis
 - “Portfolio finished” photos, programs, reviews, critiques, etc. documenting your participation on the project
 - Project journal and self-evaluation of the project
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Costume Job Descriptions

COSTUMES, CONSTRUCTION/CRAFT CREW –(393/493) JOB DESCRIPTION

<u>Prerequisite Classroom Studies:</u>	TH 166	Theory of Play Production
	TH 261	Costume Technology

Must register for Theatre Lab **or** for appropriate Production Application [majors & minors] or Rehearsal and Performance [non-majors] class, unless performing these duties as a paid employee of the costume shop.

As a student in a Production Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled workshops
- Crew run through
- All technical rehearsals and performances
- Strike
- Debriefing

Specific Job Duties:

- Schedule work hours with the Costume Shop Manager.
- Consistently keep work hours.
- If absences are necessary, notify the costume shop manager in advance.
- Sew, either by machine or hand, the costumes assigned by the Cutter/Draper, Costume Shop Manager, or Costume Designer.
- Craft or adapt, using a variety of techniques, the costume accessories assigned by the Cutter/Draper, Costume Shop Manager, or Costume Designer.
- Manage time effectively on each construction project.
- Maintain personal work area, including sewing machinery, to keep working effectively.
- Communicate with other team members concerning problems and their possible solutions.
- Perform other sewing and organizing duties as assigned by the Cutter/Draper, Costume Shop Manager or Costume Designer.
- Put away tools and supplies after using them.
- Use proper safety equipment when it is required.
- Follow assigned tasks to completion.
- Seek out the next task upon completion of the previous task.
- Notice if we are low on stock on items used regularly in the shop (such as thread, fasteners, Velcro, elastic) and notify the Costume Shop Manager.

Scope of Job Responsibilities:

- Costume construction and alteration, under the direct supervision and guidance of the Cutter/Draper, Costume Shop Manager and Costume Designer.
- Organization and maintenance of costume stock.

Minimum Qualifications/Skills Needed:

- Demonstrated experience in a variety of hand and machine sewing techniques.
- Ability to operate, with skill, a variety of sewing machines, including: overlocker or serger machine and domestic straight-stitch/zig-zag machine.
- Ability to following directions.
- Ability to ask questions about directions, methods or equipment that you don't understand.
- Ability to manage time effectively.
- Good interpersonal, communication skills, and problem-solving abilities.
- Ability to meet deadlines.
- Availability within regularly scheduled costume shop hours.

Costume Job Descriptions

COSTUMES, CUTTER/DRAPER/TAILOR - JOB DESCRIPTION

Prerequisite Classroom Studies: TH 166 Theory of Play Production
TH 261 Costume Technology
TH 361 Stage Costuming **or** Permission of Faculty Design Team

Prerequisite Applied Experiences: Costume construction on a production
First Hand on a production

Must register for Theatre Lab **or** the appropriate Production Application [majors & minors] or Rehearsal and Performance [non-majors] class, unless performing these duties as a paid employee of the costume shop.

As a student in a Production Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled workshops
- Crew run through
- All technical rehearsals and performances
- Strike
- Debriefing

Specific Job Duties:

- Schedule work hours with the costume shop manager.
- Consistently keep work hours.
- If absences are necessary, notify the costume shop manager in advance
- Develop patterns and cut costumes based upon the costume renderings, research and instruction of the costume designer.
- Instruct stitchers in proper construction methods and techniques.
- Attend and participate in costume fittings.
- Manage assigned projects from initial pattern development to completed costume on stage, within the time frame established by the costume shop manager and costume designer.
- Be involved in costume construction as necessary.
- Manage time effectively on each project.
- Maintain personal work area, as necessary to keep work moving effectively.
- Put away tools and supplies after using them.
- Communicate with other team members concerning problems and their possible solutions.
- Perform other sewing and organizing duties as assigned by the shop manager or designer.
- Notice if we are low on stock on items used regularly in the shop (thread, fasteners, Velcro, elastic) and notify the costume shop manager.

Minimum Qualifications/Skills Needed:

- Demonstrated ability in pattern development by both the flat-pattern and draping methods.
- Experience in advanced clothing construction methods and techniques, including tailoring.
- Familiarity with the operation and maintenance of a variety of sewing machines, including: single needle industrial, overlocker or serger, domestic straight-stitch and zigzag machines.
- Ability to manage time effectively.
- Good interpersonal and communication skills.
- Creative problem-solving ability and ability to meet deadlines.
- Availability within regularly scheduled costume shop hours.

COSTUMES, DESIGNER (STUDENT) - JOB DESCRIPTION

<u>Prerequisite Classroom Studies:</u>	TH 166	Theory of Play Production
	TH 261	Costume Technology
	TH 361	Stage Costuming
	TH 366	Elements of Theatre Design and Rendering Techniques
<u>Prerequisite Applied Experiences:</u>	TH 461	Costume Design
		Wardrobe Crew on a production
		Stitcher on a production
		Assistant to the designer
		Assistant Costume Designer on a production

Must register for the appropriate Production Application [majors & minors] or Rehearsal and Performance [non-majors] class.

As a student in a Production Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled workshops
- Crew run through
- All technical rehearsals and performances
- Strike
- Debriefing

Scope of Duties:

The costume designer is responsible for the physical appearance of the actors, including clothing, costume accessories, makeup, hair, and facial hair. Sometimes the costume designer has the good fortune to be working with other designers who handle some of these areas. Regardless of the size of the design team, the costume designer should always be prepared with appropriate research and developed design ideas concerning all aspects of the characters' appearance.

Specific Job Duties:

- Meet with the Faculty Costume Design Advisor to review the progress of the design as often as necessary, and at least once per week throughout the design and production process.
- Read and become thoroughly familiar with the script.
- Complete, in written form, an analysis of the script, including a plot synopsis, locale, time period & season, discussion of theme, discussion of social and historical background. Identify pertinent metaphors.
- Complete a written character analysis.
- Complete a costume plot, indicating each costume worn and any costume changes required. Note any potential problem areas, such as quick changes or body padding.
- Complete appropriate research to support your design choices.
- Assemble your research in an organized format (such as a 3-ring binder), and make this resource available to the costume shop during the production period. It will be a useful resource to aid in pulling, cutting and draping.
- With the Production Manager, Director, Stage Manager & other members of the production team, establish production calendar dates for costume deadlines, including dress rehearsals, makeup calls, photo calls, etc.
- Attend and participate in all design meetings and production meetings.
- During the design development process, consult with the Director and other production team members.
- Collaborate on finalizing the production design concept and the resulting design direction, including choices of period, style, texture, color, etc.
- In coordination with the Faculty Costume Design Advisor and Costume Shop Manager, determine weekly production work goals for the Costume Shop. Allow adequate time for special needs such as distressing.

Costume Job Descriptions

- Complete rough sketches, including your intended direction for color and fabric selection.
- Complete final color renderings with fabric swatches (as needed and appropriate).
- Attend first read-through and design presentation.
- In coordination with the Stage Manager, arrange for cast measurements to be taken during individual appointments with each actor.
- Provide rehearsal costumes for the performers, as requested by the Director or Stage Manager.
- Assemble a “show bible” of all information pertinent to the preparation of costumes: contact sheet, measurement charts, costume sketches, fabric swatches, research materials, rental information, etc.
- Have a working knowledge of all machinery and policies in the costume shop and makeup areas.
- Pull from stock or purchase the necessary costume and costume accessory elements for the production.
- Pull from stock or purchase all fabrics, trims & accessories to be used in the execution of the costume design.
- Keep a running account of expenditures, and regularly report them to the Faculty Costume Design Advisor, the Costume Shop Manager, and the Production Manager.
- Provide patterns for all garments to be constructed – or direct staff cutter/drafter in developing patterns.
- Draft or drape original patterns or adapt existing patterns, as needed.
- Supervise the layout and construction of the costumes by the costume shop staff. Be available to answer all questions on construction during the building period.
- In coordination with the Costume Shop Manager, delegate jobs and authority to various workers in the costume shop. Organize crews and inform them of their tasks and production responsibilities.
- Supervise any unusual costume crafts techniques that may be required for the production of the costumes.
- Provide instruction on these techniques to the crews as necessary.
- In coordination with the Stage Manager, arrange for fittings of all costumes.
- Supervise the fitting & alteration of costumes. Attend and preside over all costume fittings.
- Keep a running list of “things to do” for yourself and the costume shop staff. Communicate this work list to the Costume Shop Manager on a daily basis. Prioritize your list regularly.
- Discuss labor realities with the Faculty Costume Design Advisor and Costume Shop Manager frequently. Part of the design process involves making choices within realistic perimeters that you take into account as you design.
- Coordinate your use of costume shop staff and facilities with the Faculty Costume Design Advisor and Costume Shop Foreman.
- Work within the costume budget, as determined by the Production Manager. Keep Faculty Costume Design Advisor informed of your expenditures on a weekly basis.
- Follow proper purchasing procedures, as instructed by the Faculty Costume Design Advisor or Costume Shop Manager. This includes timely submission of receipts. Report weekly purchases and submit receipts by 2:00 p.m. each Friday.
- Working with the Director and Make-up Designer, help determine all makeup and hairstyles for the production.
- Attend designer run-throughs as requested by the Director.
- Attend all dress rehearsals to check for the proper fit and wearing of all costumes in the production.
- Prepare costume inventory lists for the Wardrobe Crew.
- Make sure the dressing rooms are set up properly, prior to first dress rehearsal.
- Assist the Costume Shop Manager in the training of the Wardrobe Crew.
- Prioritize and promptly attend to all notes during the dress rehearsal period.
- Oversee the Wardrobe Mistress and Wardrobe Crew during the dress rehearsal period and production run.
- Make sure the Wardrobe Crew understands and can correctly perform laundry duties.
- With the Production Manager, Technical Director, Faculty Costume Design Advisor and Stage Manager, create and direct a plan for striking costumes and cleaning all costume/makeup areas.
- Attend and participate in the production strike. Follow up on any rental returns, dry-cleaning or laundering that must take place after the strike day.
- Make sure all rehearsal costumes and production costumes are properly cleaned and returned to stock.
- Make sure all borrowed or rented items are returned to the appropriate parties in good condition, and in a timely manner, after the show closes.

Costume Job Descriptions

- Prepare final documentation of your process, enumerated below:
 1. Evidence of script analysis
 2. Written costume design concept statement
 3. Written character analysis
 4. Approved costume plot
 5. Approved costume sketches or renderings
 6. "Portfolio finished" photos, programs, reviews, critiques, etc.
 7. Project journal and self-evaluation of the project

Costume Job Descriptions

MAKEUP, MAKE-UP/HAIR/WIG DESIGNER (STUDENT) - JOB DESCRIPTION

<u>Prerequisite Classroom Studies:</u>	TH 166	Theory of Play Production
	TH 270	Theatrical Makeup
	TH 366	Elements of Theatre Design and Rendering Techniques

<u>Prerequisite Applied Experiences:</u>	Makeup run crew on a production
	Assistant Makeup Designer on a production

Must register for the appropriate Production Application [majors & minors] or Rehearsal and Performance [non-majors] class.

As a student in a Production Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled workshops
- Crew run through
- All technical rehearsals and performances
- Strike
- Debriefing

Specific Job Duties:

- Meet with the Faculty Mentor to discuss the progress of the design as often as necessary, and at least once per week throughout the design and production process.
- Read and become thoroughly familiar with the script.
- Complete a written makeup and hair analysis for each character.
- Complete appropriate research to support your makeup and hair design choices.
- Assemble your calendar, research, and design work into a binder or similar organizational tool.
- Attend and participate in all design meetings and production meetings.
- During the design development process, consult with the Director and other production team members. Collaborate on finalizing the production design concept and the resulting design direction, including choices of period, style, texture, color, etc.
- With the Production Manager, Director, Stage Manager & other members of the production team, establish production calendar dates for costume deadlines, including dress rehearsals, makeup calls, photo calls, etc.
- Complete color makeup charts for each actor or character, including specific colors you intend to use.
- With Faculty mentor, determine if any special makeup materials need to be ordered for the production. Place any such orders well in advance.
- All actors in the Department are required to have their own makeup kits. In coordination with the Stage Manager, determine if any actors need to purchase makeup kits. Provide this list to the Faculty mentor so that kits may be ordered by Jerrol's. Make sure this happens at least 4 weeks prior to first dress rehearsal.
- Arrange for makeup training sessions with the actors prior to tech weekend. Coordinate this with the Costume Designer as necessary.
- Arrange for hair styling sessions with the actors prior to tech weekend. Coordinate this with the Costume Designer as necessary.
- Talk each makeup crew and /or actor through the makeup and hair designs on first dress and give notes accordingly for other dress rehearsals.
- Make sure all specialty makeup and hair supplies are cleaned and put away in appropriate homes.

Costume Job Descriptions

COSTUME, MAKE-UP/HAIR/WIG CREW

Prerequisite Applied Experiences: None

Must register for the appropriate Production Application [majors & minors] or Rehearsal and Performance [non-majors] class.

As a student in a Production Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled workshops
- Crew run through
- All technical rehearsals and performances
- Strike
- Debriefing

This position requires **15 additional practicum hours** to be completed in the makeup/costume area before opening night of the production.

Specific Job Duties:

Prior to dress rehearsal:

- Attend a run-through rehearsal of the show prior to first dress.
- Attend a training session with the show's Makeup Designer. Take notes as necessary.
- Assist with preparing the dressing rooms.
- Be aware of and meet all of your crew calls.
- If you are in doubt about when you are to be at a preparatory meeting, rehearsal or performance, refer to the call board and/or ask the stage manager.
- Check the callboard on a daily basis for any changes to the schedule.

Preparing the Dressing Rooms:

- Place any special makeup materials at the station assigned to each actor by the Wardrobe crew chief.
- Post makeup design charts for each actor on the makeup mirror where the actor will be sitting.

Dress Rehearsals and Performance Run:

- Sign in. Each night, you are responsible for signing in on the callboard near the dressing rooms. This is how the stage manager knows that you are present and doing your job.
- Perform the necessary pre-show makeup and hair maintenance, as needed.
- Perform the necessary makeup and hair styling changes as assigned.
- Be aware of being generally helpful to the actors as they prepare to perform. This might involve locating missing items, assisting with dressing, assisting with hair or makeup, and responding to minor emergencies.
- Have fun and be positive. This can really make a difference for everyone.
- Things can get frantic sometimes – especially with a large cast show. Remain calm. It really helps you and the actors.
- Don't forget to breathe!
- After the performance, collect all pre-set makeup items and return them to the dressing room.
- Before you leave for the day, make sure that all makeup and hair tools are clean, the makeup counters are tidy and ready for the next performance.
- If there is a major emergency that you don't know how to solve, consult your crew head and/or the stage management team.
- Adjustments and changes – such as changes to makeup colors or intensity of application – are a normal occurrence during dress rehearsals, as the designers and director discover what will “read” to the audience and serve the play. Be prepared to take the necessary notes so that you keep up with the changes as they happen during dress rehearsal week. Once the show opens, your routine will be set and it is your responsibility to uphold the integrity of the design.

Costume Job Descriptions

Daily Maintenance:

- For shows with wigs and facial hair, you will “redress” wigs after every performance and clean portions of the wigs or facial hair that have adhesives on them.

Costume Job Descriptions

COSTUME, MAKE-UP/HAIR/WIG DESIGNER (STUDENT) - JOB DESCRIPTION

<u>Prerequisite Classroom Studies:</u>	TH 166	Theory of Play Production
	TH 270	Theatrical Makeup
	TH 366	Elements of Theatre Design and Rendering Techniques

<u>Prerequisite Applied Experiences:</u>	Makeup run crew on a production
	Assistant Makeup Designer on a production

Must register for the appropriate Production Application [majors & minors] or Rehearsal and Performance [non-majors] class.

As a student in a Production Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled workshops
- Crew run through
- All technical rehearsals and performances
- Strike
- Debriefing

Specific Job Duties:

- Meet with the Faculty Mentor to discuss the progress of the design once per week throughout the design and production process.
- Read and become thoroughly familiar with the script.
- Complete a written makeup and hair analysis for each character.
- Complete appropriate research to support your makeup and hair design choices after meeting with the costume designer.
- Assemble your calendar, research, and design work into a binder or similar organizational tool.
- Attend and participate in all design meetings and production meetings.
- During the design development process, consult with the Director and other production team members. Collaborate on finalizing the production design concept and the resulting design direction, including choices of period, style, texture, color, etc.
- With the Production Manager, Director, Stage Manager & other members of the production team, establish production calendar dates for costume deadlines, including dress rehearsals, makeup calls, photo calls, etc.
- Complete color makeup charts for each actor or character, including specific colors you intend to use.
- With Faculty mentor, determine if any special makeup materials need to be ordered for the production. Place any such orders well in advance with the costume shop manager.
- All actors in the Department are required to have their own makeup kits. In coordination with the Stage Manager, determine if any actors need to purchase makeup kits. Provide this list to the Costume shop manager so that kits may be ordered by Jerrol's. Make sure this happens at least 4 weeks prior to first dress rehearsal.
- Arrange for makeup training sessions and/or hair styling session with the actors prior to tech weekend. Coordinate this with the Costume Designer, costume shop manager and stage manager, as necessary.

Costume Job Descriptions

COSTUMES, STITCHER - JOB DESCRIPTION

Prerequisite Classroom Studies: TH 166 Theory of Play Production
TH 261 Costume Technology

Prerequisite Applied Experiences: None

Must register for the appropriate Production Application [majors & minors] or Rehearsal and Performance [non-majors] class.

Specific Job Duties:

- Schedule work hours with the Costume Shop Manager.
- Consistently keep work hours.
- If absences are necessary, notify the costume shop manager in advance.
- Sew, either by machine or hand, the costumes assigned by the Cutter/Draper, Costume Shop Manager, or Costume Designer.
- Craft or adapt, using a variety of techniques, the costume accessories assigned by the Cutter/Draper, Costume Shop Manager, or Costume Designer.
- Manage time effectively on each construction project.
- Maintain personal work area, including sewing machinery, as necessary to keep work moving effectively.
- Communicate with other team members concerning problems and their possible solutions.
- Perform other sewing and organizing duties as assigned by the Cutter/Draper, Costume Shop Manager or Costume Designer.
- Put away tools and supplies after using them.
- Use proper safety equipment when it is required.
- Follow assigned tasks to completion.
- Seek out the next task upon completion of the previous task.
- Notice if we are low on stock on items used regularly in the shop (such as thread, fasteners, Velcro, elastic) and notify the Costume Shop Manager.

Scope of Job Responsibilities:

- Costume construction and alteration, under the direct supervision and guidance of the Cutter/Draper, Costume Shop Manager and Costume Designer.
- Organization and maintenance of costume stock.

Minimum Qualifications/Skills Needed:

- Demonstrated experience in a variety of hand and machine sewing techniques.
- Ability to operate, with skill, a variety of sewing machines, including: overlocker or serger machine and domestic straight-stitch/zig-zag machine.
- Ability to following directions.
- Ability to ask questions about directions, methods or equipment that you don't understand.
- Ability to manage time effectively.
- Good interpersonal and communication skills.
- Good problem-solving skills.
- Ability to meet deadlines.
- Availability within regularly scheduled costume shop hours: Monday through Friday, 1:30 p.m. to 5:30 p.m. Some optional Saturday work calls during peak production periods are also available, 10:00 am to 5:00 p.m.

Costume Job Descriptions

COSTUMES, MAINTENANCE/LAUNDRY CREW- JOB DESCRIPTION

Prerequisite Classroom Studies: None

Prerequisite Applied Experiences: None

Must register for the appropriate Theatre Lab **or** Production Application [majors & minors] **or** Rehearsal and Performance [non-majors] class.

As a student in a Production Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled workshops
- Crew run through
- All technical rehearsals and performances
- Strike
- Debriefing

This position requires **15 additional practicum hours** to be completed in the Costume area before opening night of the production.

Specific Job Duties:

Prior to dress rehearsal:

- Attend a run-through rehearsal of the show prior to first dress.
- Attend training session with Costume Shop Manager and / or the show's Costume Designer.
- Take notes as necessary.
- Assist with establishing assignments schedule
- Be aware of and meet all of your crew calls.
- If you are in doubt about when you are to be at a preparatory meeting, rehearsal or performance, ask the Stage Manager.
- Check the callboard on a daily basis for any changes to the schedule.

Dress Rehearsals and Performance Run:

- Have fun and be positive. This can really make a difference for everyone.
- Perform laundry duties as assigned.
- Perform minor costume repairs as needed (such as reattaching snaps or hooks & eyes).
- If major repairs on costumes are needed, take clear notes of those repairs and leave them on the cutting table in the costume shop.
- If there is a major costume emergency that you don't know how to solve, consult your crew head and/or the stage management team.
- Adjustments and changes – such as the addition or deletion of costume pieces – are a normal occurrence during dress rehearsals. Be prepared to take the necessary notes so that you keep up with the changes as they happen during dress rehearsal week. Once the show opens, your routine will be set.

Laundry and Costume Maintenance:

- Discuss laundry procedures with the show's Costume Designer or designee. Take notes as necessary.
- Make sure you have identified all the costumes that require special handling, and follow those laundering instructions. Some costumes are delicate and require special treatment, such as hand washing, hanging to dry, or dry cleaning.
- Separate laundry loads by color. This is especially important with any items that we have dyed. Dyes can bleed – and disaster can result!
- Make sure you don't over-load the washing machine or dryer. Disaster can result if you over-load the machines!
- Rule of thumb: one washer load is one dryer load. Don't put extra stuff in the dryer – it will take much longer to dry!
- Plan your laundry loads with dry-times in mind. If some items must air-dry, wash those first so that they have a longer drying time.

Costume Job Descriptions

- Plan a laundry rotation that is manageable. A rotation that often works well for large-cast shows is to alternate nights, washing men's laundry one night and women's laundry the next night.

Costume Job Descriptions

COSTUMES, WARDROBE CREW- JOB DESCRIPTION

Prerequisite Classroom Studies: None

Prerequisite Applied Experiences: None

Must register for the appropriate Theatre Lab **or** Production Application [majors & minors] **or** Rehearsal and Performance [non-majors] class.

As a student in a Production Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled workshops
- Crew run through
- All technical rehearsals and performances
- Strike
- Debriefing

This position requires **15 additional practicum hours** to be completed in the area before opening night of the production.

Specific Job Duties:

Prior to dress rehearsal:

- Attend a run-through rehearsal of the show prior to first dress.
- Attend training session with Costume Shop Manager and / or the show's Costume Designer.
- Take notes as necessary.
- Assist with establishing the changes/quick changes plot.
- Assist with preparing the costume preset lists.
- Assist with preparing the dressing rooms.
- Be aware of and meet all of your crew calls.
- If you are in doubt about when you are to be at a preparatory meeting, rehearsal or performance, ask the Stage Manager.
- Check the callboard on a daily basis for any changes to the schedule.

Preparing the Dressing Rooms:

- Assign an area of the dressing room for each actor's costumes.
- Post costume lists for each actor on the makeup mirror where they will be sitting.

Dress Rehearsals and Performance Run:

- Sign in. Each night, you are responsible for signing in on the 2nd floor callboard near the dressing rooms. This is how the Stage Manager knows that you are present and doing your job.
- Costume check-in. Check all the costumes for each actor and make sure everything is there. Do this EARLY, so that if anything is missing, you have time to look for it.
- Costume pre-set. Pre-set the costumes that are involved in on-stage or back-stage changes in their appropriate places.
- Perform the necessary changes as assigned.
- Be aware of being generally helpful to the actors as they prepare to perform. This might involve locating missing items, assisting with dressing, assisting with hair or makeup, and responding to minor emergencies (like ripped hems or missing snaps).
- Have fun and be positive. This can really make a difference for everyone.
- Things can get frantic sometimes – especially with a large cast show. Remain calm. It really helps you and the actors. Don't forget to breathe!
- After the performance, collect all pre-set costumes and return them to the dressing room.
- Post-Show check-in. Check all the costumes for each actor and make sure everything is there before you leave.
- If there is a major costume emergency that you don't know how to solve, consult your crew head and/or the stage management team.

Costume Job Descriptions

- Adjustments and changes – such as the addition or deletion of costume pieces – are a normal occurrence during dress rehearsals. Be prepared to take the necessary notes so that you keep up with the changes as they happen during dress rehearsal week. Once the show opens, your routine will be set.

Post-Show Strike:

- Assist with strike of costumes, or your assigned strike area. Usually strike is scheduled for Sunday afternoon at 1:00 p.m., on the final weekend of the run.

COSTUMES, WARDROBE CREW CHIEF - JOB DESCRIPTION

Prerequisite Classroom Studies: TH 166 Theory of Play Production

Prerequisite Applied Experiences: Wardrobe crew on a production

Must register for the appropriate Production Application [majors & minors] or Rehearsal and Performance [non-majors] class.

As a student in a Production Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled workshops
- Crew run through
- All technical rehearsals and performances
- Strike
- Debriefing

This position requires **10 additional practicum hours** to be completed in the area before opening night of the production.

Specific Job Duties:

- Get key card & fill out.
- Obtain the Chair's signature on your key card.
- Check out keys at the lock shop.
- Attend a run-through rehearsal of the show prior to first dress.
- Assist with establishing the changes/quick changes plot.
- Assist with preparing the costume preset lists.
- Assist with preparing the dressing rooms, including arranging costumes in the dressing rooms and posting costume lists.
- Establish a rotation of responsibility for show laundry. A combination of some laundry done at night before you leave, and the rest in the afternoon before show call seems to work well.
- Establish a laundry rotation for each night of performance. EG: Men's laundry on night #1, women's laundry on night # 2. Set up a schedule that can be accomplished with the turn-around time you have between shows and the time availability of your crew.
- Establish responsibility for changes/quick changes.
- Determine location of changes/quick changes (dressing room, backstage, green room, etc.)
- Set up quick-change areas as needed.
- Establish responsibility for pre-show and post-show costume check-in.
- Establish responsibility for costume pre-set.
- Establish responsibility for gathering costumes from backstage and returning them to the dressing rooms after each performance.
- Make sure the responsibility for tasks stays consistent. This is especially true of quick changes. The actors need to have confidence in and rely on the Wardrobe Crew who are performing the quick changes. If it's the same person every night, that will help.
- Create a contact list of your crewmembers.
- Establish laundry rotations for the run of the show.
- Establish crew rotations for laundry, maintenance and ironing as necessary.
- Be aware of and meet all of your crew calls.
- If you are in doubt about when you are to be at a preparatory meeting, rehearsal or performance, ask the Stage Manager.
- Check the callboard on a daily basis for any changes to the schedule.
- Additional duties as specified for all Wardrobe Crew, as follows:

Entire Wardrobe Crew

- Prior to dress rehearsal:

Costume Job Descriptions

- Attend a run-through rehearsal of the show prior to first dress.
- Attend training session with Costume Shop Manager and/or the show's Costume Designer. Take notes as necessary.
- Assist with establishing the changes/quick changes plot.
- Assist with preparing the costume preset lists.
- Assist with preparing the dressing rooms.
- Be aware of and meet all of your crew calls.
- If you are in doubt about when you are to be at a preparatory meeting, rehearsal or performance, ask the Stage Manager.
- Check the callboard on a daily basis for any changes to the schedule.

Preparing the Dressing Rooms:

- Assign an area of the dressing room for each actor's costumes.
- Post costume lists for each actor on the makeup mirror where the actor will be sitting.

Dress Rehearsals and Performance Run:

- Sign in. Each night, you are responsible for signing in on the 2nd floor callboard near the dressing rooms. This is how the Stage Manager knows that you are present and doing your job.
- Costume check-in. Check all the costumes for each actor and make sure everything is there. Do this EARLY, so that if anything is missing, you have time to look for it.
- Costume pre-set. Pre-set the costumes that are involved in on-stage or back-stage changes in their appropriate places.
- Perform the necessary changes as assigned.
- Be aware of being generally helpful to the actors as they prepare to perform. This might involve locating missing items, assisting with dressing, assisting with hair or makeup, and responding to minor emergencies (like ripped hems or missing snaps).
- Have fun and be positive. This can really make a difference for everyone.
- Things can get frantic sometimes – especially with a large cast show. Remain calm. It really helps you and the actors.
- Don't forget to breathe!
- After the performance, collect all pre-set costumes and return them to the dressing room.
- Post-Show check-in.
- Check all the costumes for each actor and make sure everything is there before you leave.
- Perform laundry duties as assigned.
- Perform minor costume repairs as needed (such as reattaching snaps or hooks & eyes).
- If major repairs on costumes are needed, take clear notes of those repairs and leave them on the cutting table in the costume shop.
- If there is a major costume emergency that you don't know how to solve, consult your crew head and / or the stage management team. Adjustments and changes – such as the addition or deletion of costume pieces – are a normal occurrence during dress rehearsals. Be prepared to take the necessary notes so that you keep up with the changes as they happen during dress rehearsal week. Once the show opens, your routine will be set.

Laundry and Costume Maintenance:

- Discuss laundry procedures with the show's Costume Designer. Take notes as necessary.
- Make sure you have identified all the costumes that require special handling, and follow those laundering instructions. Some costumes are delicate and require special treatment, such as hand washing, hanging to dry, or dry cleaning.
- Separate laundry loads by color. This is especially important with any items that we have dyed. Dyes can bleed – and disaster can result!
- Make sure you don't over-load the washing machine or dryer. Disaster can result if you over-load the machines!
- Rule of thumb: one washer load is one dryer load. Don't put extra stuff in the dryer – it will take much longer to dry!

Costume Job Descriptions

- There are 2 washers in the laundry area – one is for laundry (and you can use it) – the other is for DYES ONLY. Disaster can result if you use it!
- Plan your laundry loads with dry-times in mind. If some items must air-dry, wash those first so that they have a longer drying time.
- Plan a laundry rotation that is manageable. A rotation that often works well for large-cast shows is to alternate nights, washing men's laundry one night and women's laundry the next night.

Costume Job Descriptions

COSTUMES, WARDROBE CREW- JOB DESCRIPTION

Prerequisite Classroom Studies: None

Prerequisite Applied Experiences: None

Must register for the appropriate Theatre Lab **or** Production Application [majors & minors] **or** Rehearsal and Performance [non-majors] class.

As a student in a Production Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled workshops
- Crew run through
- All technical rehearsals and performances
- Strike
- Debriefing

This position requires **15 additional practicum hours** to be completed in the costume area before opening night of the production.

Specific Job Duties:

Prior to dress rehearsal:

- Attend a run-through rehearsal of the show prior to first dress.
- Attend training session with Costume Shop Manager and / or the show's Costume Designer. Take notes as necessary.
- Assist with establishing the changes/quick changes plot.
- Assist with preparing the costume preset lists.
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- After the performance, collect all pre-set costumes and return them to the dressing room.
- Post-Show check-in. Check all the costumes for each actor and make sure everything is there before you leave.

Costume Job Descriptions

- Perform laundry duties as assigned.
- Perform minor costume repairs as needed (such as reattaching snaps or hooks & eyes).
- If major repairs on costumes are needed, take clear notes of those repairs and leave them on the cutting table in the costume shop.
- If there is a major costume emergency that you don't know how to solve, consult your crew head and/or the stage management team.
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