

---

### *Costume Designer Duties*

---

- **SKILLS:**

- Theater experience
- Sewing and alteration skills
- Collaboration
- Leadership
- Adaptability
- Good verbal communication
- Creative Imagination
- Collaborates with creative artist with conflicting interests

- **DESCRIPTION:**

- The Costume Designer is to assist the Director and other Designers in bringing the artistic Vision/Concept of the show to life through period costumes and design.
- Reports to the Production Director.

- **PRE-PRODUCTION DUTIES:**

- BASECAMP: Successful productions will require that we connect and collaborate online via Basecamp. Please become familiar with this tool. Be prepared to share your process with us online by posting your research, art, and ideas for your team.
- The Costume Designer agrees to follow the terms of the Guest Artist Independent Contractor Agreement.
- Review the Phipps Handbook for the production, especially the Non-Harassment Policy and the Strike Policy. Be sure to sign any forms requested by the Phipps. Handbook to be provided by the Council Production Coordinator.
- Participates in all Production Meetings either virtually or in person.
- Schedule a time with the Production Director for a tour of the stages and shop / storage facilities.
- Read the play in its entirety before the first Production Meeting.
- Post images for the design to Basecamp after meeting with the Director and prior to the second Production Meeting. Use the Docs & Files / Costume Subfolder on Basecamp for research, images, sketches, drawings, and paperwork.
- Obtain budget, tax exempt forms, and list of merchants with standing accounts from the Production Director.

- Turn in copies of receipts to the Production Director on a weekly basis for budgeting purposes. Receipts should be turned in to Production Director by strike (at the latest) for any reimbursements needed.
- Obtain keys to Costume Storage and Costume Shop from the Production Director.
- Discuss with Properties Designer any crossover issues.
- Meet all deadlines as listed in the Production Calendar.
- **AUDITIONS/PRE-REHEARSAL:**
  - Attendance at auditions is up to the discretion of the Director.
- **REHEARSALS:**
  - Attendance at the First Rehearsal is mandatory in order to meet and greet the cast; headshots and measurements will also be taken at this time.
    - Present the costume design to the cast.
    - Useful measurements: head circumference, shoulder (across back), back (base of neck to waist), chest, arm (shoulder to wrist), waist, hip, leg (outside), and shoe size.
    - Note on shoes: Black jazz shoes can be worn when specialty shoes are not required. Cast members should provide their own. Let cast/families know if they will need to purchase these for the show (available on Amazon).
    - The Council Production Coordinator or Production Manager will be available for the Rule of Three during measurements and fittings when working with child actor(s).
  - Provide a biography for the program at the first rehearsal.
  - Provide rehearsal costume pieces by 3<sup>rd</sup> week of rehearsals.
  - Assemble collection:
    - Pull from existing costumes, purchase, or make items as needed.
    - These can be stored on the rack(s) in the costume shop (it's a good idea to label items as it is a shared space).
  - Read all rehearsal reports in Basecamp for updates and requests for costumes. Respond appropriately.
    - These will be posted on Basecamp by the Stage Manager and will include any details the Director identifies (E.g., Actor A needs a pocket or Actor B needs a hood on their cloak).
  - Return communication with the Production Department via Basecamp within 24 hours unless otherwise agreed upon.
  - Arrange for Fittings. Work with the Director and Stage Manager to determine a good time to pull Actors for fittings either during rehearsals or schedule time before or after. Schedule with Council Production Coordinator and / or Stage Manager for a third person to be present to enforce the Rule of Three when working with child actor(s).

- Publicity photos or videos may be taken about 4 weeks before opening. Plan to have some main characters at least partially costumed.
- Required to attend the Designer Run with a Production Meeting immediately following the rehearsal.
- Plan for hair and makeup. In most cases, the cast should be able to do their own hair and makeup.
  - Basic stage makeup should be provided by the cast.
  - Specialty makeup will be provided by the Phipps. Orders need to be placed through the Production Director no later than two weeks before the first Dress Rehearsal.
- Prior to Shift Tech Rehearsal, provide a list to the Stage Manager and Production Director of those character/actors that will be required to have costume changes or operate as Dresser(s), and at what point in the script these will occur to assist in determining who will be available for scene changes.
- **TECH REHEARSALS:**
  - Q2Q or Tech Run Rehearsal:
    - Saturday Before Opening: 1pm-2pm: Training:
      - Costume Designer will provide a complete and updated list of the Costume Checklist cataloging any details required of the Dresser(s).
      - Work with the Actor(s) and Dresser(s) on the best method and preset of costumes to facilitate the quickest change.
      - Review all quick changes with the Dresser(s) of any specific issues or difficult cues to be aware of prior to Tech and Dress rehearsals.
    - Saturday Before Opening: 2pm-9pm (End time depends upon complexity of show)
    - While not required to be at Q2Q Rehearsal, it is strongly encouraged to be available to rehearse any quick changes on this date if required of the production.
    - Mini-Production Meetings will be held immediately following all Tech/Dress Rehearsals, all Production Staff present will be required to stay for the meetings.
  - Maintain a clean and safe working environment
- **DRESS REHEARSALS:**
  - Sunday Before Opening: 1pm-4:30pm
    - Sunday: Costumes only
  - Monday-Thursday Before Opening: 6pm-9:30pm
    - Follow the “Rehearsals” and “Tech Rehearsals” procedures listed above.
    - Attends all Dress Rehearsals.
    - Monday through Thursday: Costumes, hair, and make-up

- Instruct the cast how to apply make-up and hair styles or provide help as needed.
- Upload to Basecamp all necessary updated paperwork by opening night.
- Prepare a “Costume Basic Repair Kit” for Dresser(s) and Crew.
- Production Staff can invite two guests to the Thursday Final Invited Dress Rehearsal.

- **PERFORMANCES:**

- Review Performance Reports and respond accordingly.
- Be available for any emergencies during Performance Run. For CTC productions, it is also possible to have parent helpers or CTC members fill in if you are unable to attend.
- Make sure the Council Production Coordinator and Stage Manager can contact you in the event a costume needs to be fixed between shows or during the week.
- The Costume Designer is responsible for weekly laundry duties.

- **STRIKE:**

- Gather all costumes or arrange for the Actor(s) to return costumes to the designated area.
- Disinfect and return costume items that can't be washed.
- Wash or Dry Clean costume items as needed. Local merchants where an account is in place will be provided by the Production Director.
- Return all costume items used to their appropriate location.
- Responsible for returning any borrowed items personally obtained during the run within one week of strike.
- Return keys to Costume Storage and Costume Shop to the Production Director.
- Check in with the Production Director before leaving.