

Theatre Midwest

Job Description, Duties

COSTUME DESIGNER

- Fulfill all requirements outlined in the document: General Expectations for Project Leadership.
- Create a Costume Breakdown through a process of textual examination and conversation with Director(s), other Designers, and Stage Managers. Update this document regularly as details change at production meetings, and through Rehearsal Reports.
 - Using the updated Costume Breakdown, identify strategies for acquisition (stock, purchasing, borrowing, renting, building), or adapting from stock. Document this process and update this document regularly, using it as a checklist to assess progress and identify challenges.
- Collaborate with Director(s), Technical Director(s) and Stage Manager(s) concerning physical needs and challenges. Include Actors in process as necessary.
 - Arrange to assist Stage Managers in pulling of Rehearsal Costumes.
 - Arrange with the Stage Managers to conduct fittings as needed.
- Conduct preliminary visual research and support materials necessary for both creative and budget planning meetings
 - Assemble show research in an organized format, and make this resource is available to applicable crew members during the production period. It will be a useful resource to aid in pulling, cutting and draping.
- 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.
 - Build and maintain inventory list: the inventory of each piece of clothing and accessory for each performer. This list becomes the check-in sheet and laundry schedule for the wardrobe crew.
- Produce preliminary sketches including colors and swatches to be used as a base for pulling/construction
- Collaborate with the Hair/Makeup Designer on:
 - Any items that will affect the appearance of hair or makeup (hats, scarves, jewelry, etc.)
 - Creating a cohesive look for each character
- Collaborate with Technical Director, Producer/s and all other pertinent staff regularly as outlined in General Expectations concerning:
 - Construction schedule
 - Materials selection
 - Budgeting
 - Provide information and documentation in a timely fashion.
 - Make regular contact for the purposes of assessing progress and projecting what actions are required of you to keep the project on track.
 - Provide all drawings, schedules, information and materials on published or agreed-upon schedule
- Schedule opportunities to view run-throughs of the entire play or segments of it before the technical rehearsal process begins.
- Meet immediately following Tech & Dress rehearsals to coordinate “punch lists” of continuing, new and essential tasks and changes necessary for completion of the design.
- Expect to be involved with all artistic and practical aspects of costume acquisition
 - Pulling, purchasing, borrowing costumes
 - Identifying, collecting and purchasing all materials needed for costume construction
 - Constructing or leading others in constructing
 - Assisting SM & Run Crew in organizing wardrobe stations and in arranging for pre, during and post-show costume crew responsibilities.
 - Returning any borrowed or rented items, determining what happens to stock
- Other duties as circumstances or needs require.