

Theatre Midwest

Job Description, Duties

COSTUME DESIGNER

- Fulfill all requirements outlined in the document: General Expectations for Project Leadership.

Research/Documentation

- Read and become thoroughly familiar with the script.
- Complete appropriate research for hair/makeup design elements.
- Assemble show research in an organized format, and make this resource is available to applicable crew during the production period.
- Assemble a “show bible” of all information pertinent to the preparation of hair/makeup: contact sheet, design sketches, research materials, etc.
- Assemble preliminary actor headshots in "neutral" state
- Create a list of needed makeup items after inventorying makeup stock and identifying shortages and special makeup needs. Coordinate with the Costume Designer and Associate Producer in the budgeting for, acquisition of and purchase of those supplies well in advance of the production

Pre-Production

- Meet with the Costume Designer and Director to review the progress of the design as often as necessary.
- 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 presentation of all hair and makeup in the production, strike and debriefing
- Compose preliminary and final design sketches of all characters and looks (multiples for each if necessary) indicating intended applications for each
- Collaborate with Costume Designer to ensure unity and cohesiveness among designs and strategies
- Collaborate with The Lighting and Set Designers on makeup selection particularly relating to color and texture.
- Collaborate with the costume designer and Director in planning a schedule to include (but not limited to): materials shopping, layout/organization, construction, fittings, and by making decisions, providing information and documentation in a timely fashion.
- Create a makeup chart for each cast member in consultation with the costume designer and director
- Arrange and supervise a makeup appointment for each cast member prior to the first dress rehearsal.
- Instruct the actors in methods of achieving the desired effect after discussion of the character with them. Don't do it for them – teach them.
- Work out any quick changes of makeup prior to first dress.

Construction/Purchasing

- Collaborate with Director(s) and Area Supervisor and Design Faculty on makeup selection, construction schedule and fittings.
- Remind the actors that they are responsible for their personal makeup supplies. Work with the stage manager to order makeup kits for those who need them.
- Purchase special makeup supplies as needed and check to make sure that there are enough general supplies - hair spray, bobby pins, etc. Order special makeup supplies or prosthetics early.

Production

- Supervise application of makeup during dress rehearsals and performances.
- Set makeup calls during the run of the show in consultation with the stage manager.
- Check makeup from the house during dress rehearsals, conferring with the director and costume designer and making changes where

needed.

- Supervise the nightly application during dress rehearsals, assisting when necessary and supervise nightly cleanup, monitoring supplies.
- Compose "final" photographs of characters in full hair/makeup
- Assist with strike, 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.

- Other duties as circumstances or needs require.