RESPONSIBLE TO Director during rehearsals

Stage Manager during performances

ROLE

1. To design the costumes in accordance with the director's requirements regarding style, period and colour.
2. To procure the costumes needed for the production.
3. To return costumes to their owners or the theatre when the production is over.

DUTIES

1. Attend the production meeting, convened by the Production Services Manager, in order to ascertain the director's requirements in respect of costumes and to establish liaison with the set and lighting designers.
2. Establish with the director dates and times for obtaining cast measurements and for subsequent fittings if needed.
3. Consult with the Duty Wardrobe Supervisor for advice on availability of costumes, materials and accessories held within our own wardrobe department.
4. Supply temporary rehearsal garments as early as possible where necessary.
5. Attend as many rehearsals as necessary for the timing of changes to ascertain any problems and the possible need for dressers.
6. Consult with the Production Co-ordinator for spending authority should you be unable to source from our own wardrobe.
7. Supply finished costumes as soon as possible but no later than by the first dress rehearsal.
8. Accept responsibility for cleaning and returning any borrowed items to their owners.
9. Accept responsibility for cleaning, drycleaning and returning any items belonging to the theatre to Wardrobe, in consultation with the Duty Wardrobe Supervisor, then seeking reimbursement from the Treasurer for any costs incurred.
10. Acknowledge ongoing responsibility during season to ensure costumes are being ‘fit for the purpose’ for at least 20 performances including double dress rehearsals.
11. Be ‘on-call’ for running repairs of garments or accessories during season.
12. Advise the cast on costume washing during the season, as actors usually do their own washing. Liaise with SM/cast/PC about the nature of these arrangements, which may include dry cleaning.
13. In the event of not being able to attend during the season, contact the Duty Wardrobe Supervisor for suggestions about a replacement.
14. Comply with current Health & Safety Policies and Procedures.