COSTUMER DESIGNER DUTIES

1. The Costume Designer creates the look of the clothes for a production based on collaboration with the director and costume staff. This involves the total look of the actor including accessories, jewelry, wigs, hair, and makeup. Costume props (purses, canes, parasols, handkerchiefs, glasses) are designed by the costume designer and provided by the costume or prop staff by mutual agreement.

2. Meet with the Director and production team to determine the concept within which all artists will work.

3. Analyze the script and determine the costume needs of a production.

4. Meet with Costume Director at least once a week to report on progress (more frequently as tech week approaches).


6. Create, with production team, the color scheme to be used in the production.

7. Sketch ideas, revise and render them for Director’s, production team, and Costume Shop approval. Provide working drawings as necessary for use in costume construction.

8. Meet all scheduled and unscheduled design deadlines.

9. Prepare an itemized checklist of all costume items and how they will be obtained.

10. Meet with the Costumer and Costume Director to plan the execution on your designs.

11. Meet with costume personnel as necessary, (daily during the construction period) to facilitate the interpretation of the costume rendering into a three dimensional costume.

12. Oversee the pulling of all items from stock.
13. Participate in all costume fittings with the Costume Director and Costumer

14. Meet with the Makeup and Hair Designer within one week of final approval of designs to determine if there are any unusual makeup or hair requirements, and to collaborate on the way the actor will look.

15. Determine fabrics and fabric modifications necessary to fulfill ideas determined on renderings.

16. Make all purchases of fabrics, garments, and construction materials needed for the production. Purchase any other supplies needed for the production.

COSTUME DESIGNER DUTIES (contd)

17. Make costume rental arrangements. Arrange the return of all pieces borrowed or rented for the production at strike.

18. Obtain list of rehearsal clothes and other costume requirements (pockets, etc.) from the Stage Manager.

19. Oversee the preparation of all rehearsal clothes.

20. Attend run-through rehearsals as necessary.

21. Notify the other designers if you change any part of your design, particularly those involving color.

22. Attend dress parade and dress rehearsals.

23. Keep a running balance of the costume budget at all times. Remain within the allotted costume budget. Get approval from Costume Director, in advance, for necessary purchases which exceed the allotted budget. Submit receipts to Costume Director.

24. Directly responsible to Director and Costume Director.