COSTUME DIRECTOR DUTIES

1. Oversee the completion of all costume elements of a production to the Theatre’s and Costume Designer’s satisfaction.

2. Supervise staff in all costume/wardrobe areas including but not limited to: garment cutting and construction, crafts, wardrobe, dye area, makeup, hair and wigs, and costume storage.

3. Determine and hire staff for all costume/wardrobe areas.

4. Determine the yearly and per show budgetary needs for all costume/wardrobe areas.

5. Manage budgets for all costume/wardrobe areas. Make purchases with the departmental purchasing card for productions.

6. Advise and oversee the season schedule for the costume/wardrobe areas including but not limited to: designer due dates, costume staff work dates, wardrobe staff schedule.

7. Determine and maintain a costume production quality of the highest standard.

8. Analyze scripts and approve assignments of all costume designers.

9. Participate in the long range planning for the theatre.

10. Determine costume loan/rental policy for all costume pieces in the Theatre’s possession. (Must be asked/informed in advance of all costumes removed from the costume area except those used in house for scheduled, mainstage productions).

11. Mentor student Costume Designers by attending all production meetings and costume fittings. Meet with Costume Designers weekly to determine progress on productions.

12. Attend all dress parades and at least one dress rehearsal for each production.
13. Directly responsible to Department Head.