WARDROBE HEAD DUTIES

1. The Wardrobe Head is responsible for the maintenance of costumes and for their correct appearance on stage.

2. Read script prior to meeting with Costume Designer.

3. Arrange to meet with the Costume Designer and Costumer prior to dress parade, to go over the general costume look for the show, and any special requirements. Talk through any quick changes, and arrange to rehearse them.

4. Assist with dress parade to see how costumes should be worn.

5. Attend at least one run through prior to dress parade.

6. Review costumes piece by piece with Costume Designer to familiarize yourself with them. List each item on check in/out sheets.

7. Get laundering/cleaning instructions from the designer and note them on your check sheets.

8. Use cold water only in the washing machine for costumes unless otherwise stated. If you are unsure of the washability of an item call the designer or costumer before washing it or putting it in the dryer (not all washable items can be put into the dryer).

9. Learn the proper use of all shop equipment, especially the irons and steamer from the Costumer.

10. Work dress parade, all dress rehearsals, performances, and strike.

11. Arrive for dress rehearsals and performances on time. Have all costumes checked in, clean, and prepared prior to the one hour call. Preset any costume pieces before the half hour call.
12. Assist actors in dressing, changing, or quick changes before and during the show. Assist actors with hair if necessary.

13. Check actors frequently before and during the performance to be sure that costumes look their best at all times.

14. Make sure that actors hang up their own costumes and retrieve parts left backstage. Check everything in after every dress rehearsal and performance. Find anything that may be missing.

15. Post costume problem sheets in each dressing room prior to the show. Check these after the show and make any necessary repairs before the next show. Notify the Costumer immediately of any major repairs.
WARDROBE HEAD DUTIES (contd)

16. Collect any pieces which need laundering; sort and do the laundry. Make arrangements with the costumer or designer to get into the costume shop over the weekends. Complete the laundry, repairs, and pressing before check in time for the next performance.

16. Participate in strike. Make sure that all remaining laundry gets finished and put away within three days of strike.

17. Directly responsible to the Production Stage Manager and the Costume Director.