

Evergreen Productions, Inc.
Job Description for COSTUME DESIGNER

The costume designer works collaboratively with the director and other designers to help achieve a quality production while adhering to the budget. She/he must research the time-period of the play to insure correct clothing choices. She works with director, the set designer and actors to facilitate the best wardrobe possible for color and design style for a given show. She is ultimately responsible for the purchase or creation of costumes, including hats, purses, gloves, ties, etc., as required.

Prior to first production meeting:

- Read the script
- Stay in budget
- Develops ideas
- Works with director regarding overall look of show

Rehearsal period:

- Obtains measurements of cast members at first rehearsal (or as close to first rehearsal as possible), set time and place with director
- Review inventory at Evergreen storage
- Check alternate sources, actors, GBCT, schools, friends, etc.
- Sew costumes as needed
- Rent as required
- Purchase as required
- Attend at least one rehearsal prior to move in to verify use of costumes/quick changes as discussed in meetings
- Review costume choices as made with director for approval, final say is director's
- Hold costume parade the no later than the Monday before move-in (set specific date at pre-production meeting), run through each costume change and check accessories
- Attend production meetings
- Keep list of any thank you's and volunteers and provide to person doing the program by designated date set at pre-production meeting..

Load-In and Tech week:

- Arrange transport of costumes for first dress rehearsal – set in production calendar at pre-production meeting.
- Be present for all dress rehearsals, create punch list of all issues during rehearsals
- Work with Production Coordinator to finish all tech week issues
- Prepare work basket for run crew to assist in repairs during run
- Prepare costume run sheet (including quick changes) for run crew

Performances:

- Repair and replace as needed during run, information to be given by stage manger
- Turn in bills by strike with the exception of cleaning bills.

Strike:

- Strike costumes, clean and return or store as appropriate

Attend Post-production meeting:

- Provide observations of what worked and what could be improved.