



POSITION DESCRIPTION

Position:	Assistant Costume Designer / Coordinator
Reports to:	Costume Designer / Coordinator
Supported by:	Head of Costume
Appointed by:	Production Manager(s) Head of Costume
Appointed in liaison with:	Costume Designer
Supervision of:	Costume Assistants
Duration:	For an entire individual production period.
Reviewed:	N/A
Last Updated:	March 2017

Responsibilities:

The role of the Assistant Costume Designer / Coordinator is to support and assist the Costume Designer / Coordinator in all all aspects of Costume for the appointed production, including but not limited to:

- Assist the Costume Designer / Coordinator with creating, acquiring and hiring all costumes to meet the requirements of the production.
- Have an understanding of the costume budget.
- Support the Costume Designer / Coordinator in meeting agreed deadlines including but not limited to: publicity photoshoots, costume calls, production week and the production season.
- Supporting the Costume Designer / Coordinator in organisation and running of costume calls.
- Supporting the Costume Assistants in the construction of costumes.
- Support with the appointment and scheduling of costume dressers for cast for the production season.

- Assist with ensuring all costumes are cleaned, pressed and in good order for all performances.
- In consultation with the Costume Designer / Coordinator, have availability to attend to costume maintenance throughout the performance season.
- Assist in the transportation of costumes to and from the theatre as well as the bump in and out of costumes at the beginning and end of the season.
- Support the Costume Designer / Coordinator in resolving any costume related challenges with the Cast, Crew, Sound and any other stakeholders during the production period.
ie - quick changes, mic pack positioning etc.
- To provide dressing / styling support to cast to ensure the Costume Designer / Coordinator vision is well executed.
- Assisting with cleaning and return of all costume to the Wardrobe Department and / or hirers at the end of the season.
- Please also see job description **All Personnel Responsibilities**.