



POSITION DESCRIPTION

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

Responsibilities:

- Designing, creating, acquiring and hiring all costumes to meet the requirements of the production as agreed in consultation with the Director (who retains final authority over the visual direction of the production).
- To work with and provide key visual direction to the Director, Wigs Mistress and Make Up Designer to achieve a cohesive look for the production.
- Manage the costume budget and provide receipts for all expenditure. Provide budget and progress updates to the Production Manager(s) when requested.
- Provide costumes and support to agreed deadlines including but not limited to: publicity photoshoots, costume calls, production week and the production season.
- Prepare, organise and run all costume calls, with dates agreed to with the Production Manager(s) and Director.
- Manage the costume team including Assistant Costume Designer and Costume Assistants.

- Engage, utilise and support the Costume Assistants by running ongoing construction days/ nights and providing updates and creative content for the WMTC Costume Assistants Facebook Group.
- Ensure a member of the costume team is available at all performances to attend to costume maintenance.
- When required, assist in the appointment and scheduling of costume dressers for cast for the production season in consultation with the Production Manager(s), Director and Stage Manager.
- Ensure all costumes are cleaned, pressed and in good order for all performances; with items that can be laundered cleaned every 3 performances.
- Coordinate 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.
- Liaise with and provide support to Cast, Crew, Sound and any other relevant stakeholders during the production period to resolve any costume related challenges ie - quick changes, mic pack positioning etc.
- Provide dressing / styling instruction and support to the cast to ensure costume vision is well executed.
- Clean and return all costume to the Wardrobe Department and/ or hirers at the end of the season.
- Please also see job description **All Personnel Responsibilities**.