Costume Design Assistant

The individual who works as a creative and/or administrative assistant to the costume designer for a specific production. Reports to the costume designer and shop supervisor.

Responsibilities include:

Read script and create costume breakdown; collaborate with stage management for accuracy throughout rehearsal process.

Compile research for costume designer as necessary.

Participate in rendering, display, and presentation process as appropriate.

Attend production meetings.
Attend rehearsals and run-thrus as necessary.
Attend dress parade (and note session afterward).
Attend crew introduction meeting(s).
Attend all dress rehearsals (and note sessions after each).
Attend strike.
Work on a specific project or process from start to finish

Produce paperwork for wardrobe crew and costume shop including:

- Build and maintain show bible.
- Compile design notes from fittings.
- Build and maintain piece list: the inventory of each piece of clothing and accessory for each performer. This list becomes the check-in sheet and laundry schedule for the wardrobe crew. This should be done in collaboration with the designer and shop manager.

Assist designer with pulling costumes.

Coordinate rehearsal costumes with stage management; pull rehearsal costumes as necessary. It is the design assistant’s responsibility to keep track of what items are in rehearsal and to coordinate retrieving them from stage management for fittings as necessary.

May conduct certain business as capable/appropriate; facilitate swatching, shopping, rental arrangements, ordering, supervising alterations and/or craft projects.

If acting as a purchasing agent for the project, the design assistant must know and use appropriate means for doing business as an agent of the College and the State of Iowa. Keep accurate records and follow tax-exempt procedures. The design assistant is responsible to the costume shop supervisor for observing the budget.

Assist in preparation and clean up for fittings, attend as many as possible.
Collate and distribute notes from costume designer during dress rehearsals.

Act as liaison between costume designer and costume shop when costume designer Unavailable.

Act as liaison between the costume designer and other members of artistic team and production Staff when costume designer is unavailable.

Help the costume shop supervisor organize and execute strike; follow up with the return Of rental garments and restocking.

Perform other duties as assigned by the designer and costume shop supervisor.

Process returns and reconciles the budget and show records in a timely manner.

Participate constructively in a post-production “wrap-up” meeting with the shop supervisor and design advisor.

Design students and students designing for academic credit will be expected to execute some form of final presentation/evaluation of their experience, either in the context of the portfolio review series or through another arrangement as part of their independent study contract.

If the assistant is irresponsible and does not appear to be completing the task in a timely manner, or through negligence is putting the production process in real danger of incompletion, the student assistant can be replaced or dismissed from the project. This occurs solely at the discretions of costume design advisor, costume shop manager. Should this occur, the student will receive no academic credit for the assignment and will likely not receive favorable references in the future.

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I have read and accept these responsibilities.

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Date production