Wardrobe Crew Head

The wardrobe run crewmember that coordinates the care, management and organization of costumes through the dress rehearsal, performance and strike periods. The wardrobe head and dressers are responsible for the maintenance of the costume design. Reports to the costume shop supervisor and production stage manager.

Responsibilities (in addition to those of Dresser):

- Reads the script.
- Attend rehearsals and run-thrus as necessary.
- Attend load in meeting/presentation and dress parade.
- Attend a run-thru prior to tech.
- May be asked to attend make-up workshop and tech rehearsals.
- Attend all dress rehearsals, performances, archival photo shoot, and strike.

Create, update, and distribute to wardrobe crewmembers the costume change/ dresser plot (use paperwork provided by costume designer or design assistant).

Supervise and organize the wardrobe crew during the dress rehearsal period:
- Make quick-change assignments.
- Plan quick-change rehearsal schedule with costume shop supervisor and stage management

Coordinate the care, management, and organization of finished costumes during the dress rehearsal and performance period.

Relay costume notes to the costume shop supervisor and designer/assistant on matters of repair, specific rigging, quick changes, and performer comfort or safety during the dress rehearsal period. After each rehearsal, pull any items needed to the shop for work the next day. If possible, attend production note session in the house after dress rehearsals.

Establish a maintenance schedule for costumes during the performance period including, but not limited to: repairs, laundry, shoe polishing and arrangements for dry cleaning.

Supervise any major alterations during the performance period in consultation with costume shop supervisor.

Assist stage management in organizing archival photo call schedule, and prepare dressers and performers so that the photo session proceeds smoothly and in a timely manner.
Help costume shop supervisor with costume strike, including but not limited to: laundry, preparing dry cleaning, cleaning of the dressing and make-up rooms, and restocking.

Perform others duties as assigned by the costume shop supervisor.

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I have read and accept these responsibilities.

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Date production