

Theatre Simpson Specific Area Leadership Expectations

ASSISTANT COSTUME DESIGNER

GENERAL EXPECTATIONS

- **Read the script.**
- **Read the Directorial Design Statement.**
- Attend and contribute to all design and production and company meetings (including presenting the finished design material to the company as scheduled).
- Satisfactorily pursue the completion of the task from initial planning through to final realization.
- Collaborate productively with all members of the production team, taking inspiration and guidance from the director.
- Negotiate, publish and observe a schedule of daily meetings with the Designer whom you are assisting and weekly minimum of 5 hours "shop work."
- Meet specific area expectations detailed below.
- Meet specific assigned deadlines detailed for the project.

ASSISTANT COSTUME DESIGNER (specific area expectations)

- 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 is 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 reconcile 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 incompleteness, the student assistant can be replaced or dismissed from the project. This occurs solely at the discretion of the 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.

DATES AND DEADLINES:

To be determined for each individual project, as listed on the Departmental Deadlines Google Calendar.

STUDENT ASSISTANT COSTUME DESIGNER DOCUMENTATION EXPECTATIONS

I. PRELIMINARY RESEARCH

- Photos, collages, any other visual or other research material, as assigned by Faculty Costume Designer.

II. STATEMENT OF INTENT

- Mounted separately.
- To include conceptual and theoretical goals as expressed in "Preliminary Statement."
- To include character analysis for each character.
- To include a "late-" or "post-process" assessment portion which articulates how you fared in meeting the goals stated in your "Preliminary Statement."

III. VISUAL PRODUCTION (some elements not to be included in Lobby Display)

- Prints, slides, or both of elements that you constructed, that show process at various stages from raw materials through completion, and photographs of the prop(s) in use in the production.
- Appropriately mounted or displayed.

Note: • All Materials must be labeled with: Title of Production, Act and Scene, Designer's name, and a "Drawn by" credit.

- All Materials must be presented to the shop according to Production calendar (except as noted).
 - **Students will produce this material in 2 "phases"**
 - **The first phase will be on display for the theatre-going public during the production.**
 - **The second phase will be a process leading toward display at Simpson College Undergraduate Research Symposium**
 - Displays should be securely but non-destructively mounted on panels and may be up to 36" x 48" in size plus a notebook.
 - Assistant Designer's "book" should include, but not be limited to:
 - Renderings with swatches
 - Budget documents
 - Costume Plot
 - Crew Paperwork
 - Process photographs
 - Research Materials