

Asst. Costume Designer

You have been assigned to this production because of its extreme complexity and because the demands upon the Costume Designer may be so extensive that s/he will be required to fulfill many additional duties. Help him/her in every possible way and execute any duties s/he might assign you. In some cases the Assistant Designer will also be serving as the Cutter / Draper / Stitcher as well. Read the sections of this manual that pertain to these areas.

REMEMBER THAT ALL DESIGNER'S USE THEIR ASSISTANTS DIFFERENTLY. USE THIS AS ONLY A GUIDE BEFORE YOUR FIRST MEETING WITH THE DESIGNER TO LAYOUT YOUR DUTIES!

In position of Assistant Costume Designer, you are an integral member of the production team. As such you are required to take part in every day of load in and tech day. These days are usually a Saturday and a Sunday.

Also, because of your position, you will most decidedly need to put in more than the three to four hours per week in the shop that is required of all practicum students. Indeed, you will need to be in your shop for every day of the build / hang / etc., to assist in work which needs to be accomplished. If you have questions regarding this, please discuss this with your mentor.

PRE-PRODUCTION

1. Read the play and become thoroughly familiar with it. A copy will be available through the Coordinator of Theatre.
2. Read the other relevant sections of this manual to determine and understand the adjacent and overlapping duties of your associates.
3. After preliminary discussion with the Costume Designer, become thoroughly acquainted with the style of the production, period, mood, locale, etc.
4. Assist the designer in research if requested to do so.
5. Be responsible to the Designer and assist him/her as much as possible.

REHEARSAL/PRODUCTION PERIOD

6. Plan your work so that the crew can begin work promptly when they arrive at lab sessions. If you cannot be present, someone must be there who can supervise work such as the Shop Foreman, Technical Director, Designer, etc.
7. See that no standard equipment is modified in any way for special use without express permission of the Faculty Costume Designer.

8. Make a costume chart as detailed as possible.
9. Be completely familiar with the designs and the working drawings.
10. Assist in shopping the show.
11. Make fabric swatch charts.
12. Head special project groups as assigned by the Designer.
13. Assist the Designer in supervising the drafting, draping, construction and detailing of the costumes.
14. During this time be available to assist backstage or help where the Designer feels you would be most useful.

STRIKE

15. Supervise the strike and see that all work areas are thoroughly cleaned and organized.

I, _____ have read the above job description for my duties as _____ for the production of _____. I realize that these duties may be adjusted for, but not limited to the following reasons, show complexity, crew size, crew experience, etc. I will carry out my duties to the best of my abilities and ask questions when I need help.

Signed & Dated,

Student Faculty