

Costume Designer

The costume designer is responsible for the physical appearance of each character, including clothing, accessories, makeup, hair and facial hair.

Responsibilities

- Contact your faculty design advisor at the beginning of the semester to schedule regular meetings
- Familiarize yourself with Design Process Expectations; know all design deadlines
- Read the script several times and develop a list of questions for the director
- Create a collage or other visual expression of your emotional response to the script
- Collect pertinent research; organize it for easy reference
- Make an action chart that includes costume changes
- Generate preliminary sketches, collages, color/fabric palettes, renderings with swatches and other materials to communicate the intent of the design.
- Coordinate hair and makeup designs with the assistant hair/makeup designer.
- Share your schedule with the Costume Shop Supervisor and update it regularly.
- Prepare a design presentation for the cast
- Generate appropriate paperwork including working drawings, build/pull/purchase checklist, and dressing lists; assemble these materials into a "show bible" along with research, action chart, contact information, measurements, etc.
- Follow correct purchasing procedures; keep all receipts and submit them to the Costume Shop Supervisor
- Coordinate rehearsal costumes with the shop manager as necessary
- Pull or purchase fabrics, trims, accessories and garments
- Monitor/participate in the realization of designs; revise designs as necessary
- Participate in all costume fittings
- Coordinate quick change rehearsals if applicable
- Assist with dress rehearsal notes
- Keep a daily log of meetings, fittings and other tasks; include all hours worked

Participation

- Regular meetings with faculty advisor
- First Meeting (Director's Presentation)
- Design meetings 1 through 6
- Feasibility meeting with Costume Shop Supervisor to discuss resources and build
- Weekly production meetings
- Designer Presentations to the cast (typically at First Read-through)
- Appropriate run-throughs
- Quick-change rehearsal (if necessary)
- All dress rehearsals
- Strike

Any release from these assigned tasks must be approved by the faculty advisor in advance.