

Costume Shop Supervisor

"If a woman rebels against high-heeled shoes, she should take care to do it in a very smart hat."
- George Bernard Shaw

General Responsibilities

- You are responsible for overseeing the activities in the shop and answering any questions from the costume shop staff, volunteers and crew.
- Ensure that your crew and anyone else in the costume shop:
 - Understand the shop rules.
 - Understand how to operate any given piece of equipment in the proper and safest possible manner.
- Meet with the costume designer daily to discuss current projects and the shop progress.

Weekly

- You are not required to attend production meetings.

Rehearsal Period

- Maintain costume storage.
- Establish a crew call schedule.
- After each crew call, the costume shop must be restored before anyone is allowed to leave.
- Attend all measuring and fitting appointments. At these fittings you may need to take the designer's notes and/or pull costume pieces.

Dress Rehearsals and Performance

- Attend all dress rehearsals.
- Prior to the first dress rehearsal, meet with the costume designer, wardrobe supervisors and wardrobe crew to discuss and costume changes and the duties of the wardrobe crew.
- Implement all of the notes that are given to you by the costume designer before the next rehearsal or performance.
- Help the wardrobe supervisor with any major repairs incurred during dress rehearsals or the run of the production.

Strike

- As part of strike you must:
 - Oversee the costume crew.
 - Restore pulled garments.
 - Clean all costumes.
 - Restock costume storage.
 - Ensure that all dressing rooms are cleaned.
 - Ensure that all trash is discarded.
 - Ensure all make-up is put away.
 - Ensure that the green room and costume shop is restored.

Costume Shop Supervisor

All students working on a show must fill out this form. A separate form must be used for each position held. When complete, return this form to Eric Koger.

Name: _____

Phone #: _____

Email: _____

Production: _____

Why do you have this position? (circle one)

I am in the THEA 104 class.

I am a volunteer.

I am in an Independent Study class. Name the class _____

By signing this form, I assert that I have not only read and understand the above contract, but also that I agree to follow and abide by it. I also understand that I will be held accountable for my actions and that my role in the production may be terminated in the case of extreme misconduct.

Signature: _____ Date: _____