

Costume Shop Supervisor

General Responsibilities:

- You are responsible for overseeing the work in the shop and answering any questions from the costume shop staff, volunteers and crew.
- You are expected to attend shop hours as posted, as often as possible.
- Assist the Costume Designer with running the workshop on costume shop duties.
- 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 to discuss current projects and the shop progress.

Weekly:

- You are required to attend weekly production meetings.
 - Prepare to update the team on costume progress, including costume orders, fitting progress, and any other pertinent information.

Rehearsal Period:

- After each crew call, the costume shop must be restored before leaving.
- Perform general sewing machine maintenance, including but not limited to:
 - Changing needles
 - Oiling machines
 - Cleaning inside of machines
 - Turning on all machines in the shop for around 20 minutes
- When possible, attend all measuring and fitting appointments. At these fittings you may need to take the designer's notes and/or pull costume pieces.
- You are the final point of contact for all paperwork- check Designers' and Wardrobe Supervisors' work and finalize anything that needs done. Paperwork includes:
 - A master costume piece list / plot
 - Quick change plots
 - Check-in sheets

Dress Rehearsals and Performance:

- Attend all dress rehearsals.
- Prior to the first dress rehearsal, meet with the costume designer, wardrobe supervisor, and wardrobe crew to discuss any 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.
 - Restock costume storage.
 - Ensure that the costume shop is restored

Costume Shop Supervisor

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

☐ I am in the THEA 104 class.

☐ I am in the Opera Workshop class.

☐ I am in an Independent study class. The class name is _____

☐ I am a BFA Tech major.

☐ I am a BFA Performance major.

☐ I am a volunteer.

By signing this form, I assert that I have not only read and understood the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 class to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____