

Lead Costume Stitcher

General Responsibilities:

- You are responsible for directly assisting the Costume Shop Supervisor with answering any questions from the costume shop staff, volunteers and crew.
- You are expected to attend shop hours as posted and to complete at least two hours of work on the show per week.
- You are required to complete a minimum of **10 hours** of shop work throughout the rehearsal process.
- Ensure that you:
 - Understand the shop rules.
 - Understand how to operate any given piece of equipment safely and properly.
 - Meet with the costume shop supervisor prior to the build to discuss any build projects for the show.

Weekly:

- You are not required to attend production meetings.

Rehearsal Period:

- You may be tasked with larger-scale projects with the expectation that you will be able to complete them within a specified timeframe with minimal supervision.
- You will be responsible for assisting with work of the Stitching Crew, including but not limited to:
 - Answering build-related questions and addressing concerns
 - Teaching minor stitching skills
 - Delegating tasks when the costume shop supervisor is otherwise unavailable or busy
- After each crew call, the costume shop must be restored before leaving.
- It is expected that you complete all shop hours before Opening Night.

Dress Rehearsals and Performance:

- Implement all of the notes that are given to you by the costume designer before the next rehearsal or performance.

Strike:

- You are not required to assist with strike in the costume shop.
 - You may be requested by the Costume Shop Supervisor for work as needed.
- Report to the regular call directly following the final show.

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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 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: _____