

JOB DESCRIPTION - WARDROBE

AIM: To provide all cast with costumes suitable for the production

PRE AUDITION:

General research of the show – time/set

Liaise with Director as to his/her vision

Study the script in depth and highlight wardrobe requirements

Attend all meetings on the request of the Production Manager

Discuss with the Director any special costume requirements.

Source costumes (other societies, newly made, resources held on site e.g. fabric)

Where possible choose fabrics that are easily washable

PRE SHOW:

Attend first get together, production meetings and all relevant rehearsals

Record all cast measurements and establish character roles (to be done before or after rehearsals NOT during rehearsal times).

Advise Production Manager of any issues

Gather together a team of helpers

Complete a list of names of the Wardrobe Team and acknowledgements for the Programme – give this to the Production Manager

Liaise with the Director/Production Manager about the wardrobe and any wardrobe deadlines

Assemble all named costumes in dressing rooms for cast for try on for approval before final dress rehearsals.

Arrange for helpers to be at relevant rehearsals and during the run of the show if required.

Liaise with the Director / Production Manager for any requirement of rehearsal costume needs

Attend a dress rehearsal and take notes of any changes and address these issues in a timely manner

All receipts to be given to Production manager or treasurer.

RUN OF SHOW:

Ensure the wardrobe team are prepared and have a good knowledge of their role in the show.

Make a list of changes and quick changes and timings and ensure dressers are sorted in the appropriate places at the appropriate times

Be responsible for the cleanliness and maintenance of all costumes

POST SHOW:

Arrange for the cleaning of all costumes before they are returned to appropriate owners or storage facility

Ensure that the wardrobe is left in a clean and tidy state at the completion of pack out.

Scripts are to be returned to the Production Manager in a clean and tidy state, with all pencil marks etc. erased.