

Black Hills Community Theatre Costume Designer Responsibilities

Before rehearsals begin:

- Thoroughly review script
- Research period and location
- Meet with Director to discuss director's vision and to get details specific to your production
 - o Number of characters/actors
 - o Number of costumes
 - o Special requests and needs
- Coordinate with other designers on colors and concepts
- Attend initial production meeting

During the rehearsal period:

- Attend weekly production meetings
 - o Share status reports on costumes
 - o Take notes of any requests or changes
- Acquire measurements and other details from cast members
- Build/rent/pull costumes as needed for show
 - o With the Costume Shop Manager, recruit and delegate to other volunteers as needed
- Check rehearsal reports for changes and additions
- Attend designer run rehearsal
- Perform costume fittings with cast members as needed
- Create costume plot for entire show if needed (this document lists costume pieces and when they are worn/changed)

During Tech Week:

- Move costumes into dressing rooms
- Provide individual actor plots if needed
- Continue fittings as necessary
- Attend dress rehearsals and execute notes from director

During the show run:

- Do laundry on a weekly basis, or assign someone to do so.
- Complete repairs on costumes, or assign someone to do so.

Post show:

- Attend strike, and gather costumes
- Return rental pieces to appropriate venues
- Meet with Costume Shop Manager to catalogue built pieces and return stock