



## **JOB DESCRIPTION COSTUME DESIGNER**

The Costume Designer will possess the ability to create and build costumes that helps set the mood for the actors' performances and conveys a message to the audience as a visual aid. The Costume Designer confers with the Director regarding interpretation and costume requirements. He/she must possess excellent communication and organizational skills, must be self-motivated, efficient, and creative.

The following are the duties and responsibilities of the Costume Designer:

- CTOC Administrator will provide the script to Costume Designer. The Costume Designer will read the script and become familiar with it prior to the production meeting.
- The Costume Designer will participate in a production meeting prior to auditions. The production meeting will be attended by the Director, Assistant Director, Musical Director (for all musical shows), Set Technician, Costume Designer, Prop Master, CTOC's Administrator and the 1<sup>st</sup> Vice President of CTOC's Board of Directors (or the 1<sup>st</sup> Vice President's Designee).
- Within 30 days of receipt of the Script and no later than 3 days following the first production meeting, the Costume Designer shall notify CTOC's designated contact of any additional needs they feel are required for the production that have not been addressed.
- The Costume Designer will determine the specific costume needs as outlined in the script and design and create a costume plot/spreadsheet appropriate for the show.
- The Costume Designer will meet with the volunteers following the parent meeting to describe needs of the show and determine areas that best fit volunteers. Volunteers will be encouraged to come to CTOC's Costume Workshop for projects assignments.
- The Costume Designer will be responsible for informing cast members/parents what they will need to provide as clothing for show as early as possible. The information will be provided to CTOC's administrator or Assistant Director for dissemination to the cast.

- The Costume Designer will maintain a list of volunteers and contact information that routinely work on the costume crew.
- The Costume Designer is responsible for providing a list to the Company Administrator for any individuals or entities that should be listed in the show program for acknowledgement and/or appreciation.
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- The Costume Designer will supervise the Costume crew volunteers in taking measurements, fitting, altering and building of costumes.
- The Costume Designer must ensure that cast members are measured and documented in a way that is respectful of privacy. Boys and girls will be measured separately.
- The Costume Designer will supervise the pulling of costumes from CTOC's storage area that meet the specific design needs for the show.
- The Costume Designer is responsible for supervising the costume crew in the making, gathering, altering, repairing, and borrowing of all costumes that meet the design requirements of the show.
- The Costume Designer is responsible for ensuring that all necessary costumes for a given production are completed by the first Dress Rehearsal. This is generally Tuesday of Tech week.
- The Costume Designer is responsible for determining dressing room assignments at the performance venue and creating a costume table and setting it up with the costumes. The Costume Designer is also responsible for ensuring the costumes are stored at night as necessary.
- The Costume Designer must attend all dress rehearsals and be available to make repairs or changes to any costumes that are needed during rehearsal week.
- The Costume Designer is to work within the allotted budget and make purchases that are necessary to complete the costume plot of the show. All receipts must be provided to the CTOC Treasurer.
- The Costume Designer is responsible for ensuring all costumes are removed from the performance venue at the end of the last show. The Costume Designer is also responsible for ensuring that within 2 weeks after the last performance and strike of the set, all costume pieces are not only returned to the CTOC workshop, but that they are properly cleaned and stored in CTOC's costume area in an organized manner.
- The Costume Designer is responsible for returning any rented or borrowed costume pieces to their rightful owners.

During the production, the Costume Designer's contact for all issues related to the production is CTOC's 1<sup>st</sup> Vice President (or their Designee). The Costume Designer will be compensated in the amount of \$1000.00 on Saturday of the show performance.

### **EQUAL OPPORTUNITY EMPLOYER**

CTOC is an equal opportunity employer. CTOC's policy is to afford equal employment opportunities to qualified individuals without regard to race, color, religion, national origin, ancestry, citizenship, marital status, veteran status, physical or mental disability, sex, sexual orientation or age and to comply with applicable laws and regulations. All employment decisions will be consistent with the principle of equal employment opportunity.