**JOB DESCRIPTION
COSTUME DEISGNER**

COSTUME DESIGNERS' RESPONSIBILITIES: The Costume Designers shall be responsible to CTOC for design of the costumes for the production.   Such responsibilities shall include, but not be limited to, the following activities

- 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 Technicians, Costume Designers, Prop Master, and CTOC's General Manger. Within thirty (30) days of receiving the Script and no later than three (3) days after the production meeting, the Costume Designer shall notify CTOC's designated contact of any additional costume requirements 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 is responsible for providing a list to the General Manager for any individuals or entities that should be listed in the show program for acknowledgement and/or appreciation.
- The Costume Designer will supervise the Costume crew volunteers in taking measurements, fitting, altering and fabricating 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 is responsible for ensuring that all necessary costumes for a given production are completed by the first Dress Rehearsal.
- The Costume Designer is responsible for 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 tech 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 final performance. The Costume Designer is also responsible for ensuring that within two (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.

- If an Apprentice Costume Designer is identified, the Costume Designer will work with the Beyond the Stage CTOC Board Advisor to create tentative schedule & expectations for the teen apprentice.

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.