

## **COSTUME**

### **COSTUME DESIGNER**

Duties are Script breakdown and costume plots. Determines costume needs of the production. Responsible for sketches/renderings of the costumes. Draws up budget and disperses allocated funds as required. Maintains accurate financial records. Selects and procures all materials, costumes and accessories for costumes. Coordinates the hiring of personnel, their schedules and approves departmental time sheets. Clarifies and assigns duties to all Costume Department personnel. Attends production meetings. Determines visual look/concept of costumes in conjunction with the Producer, Director, Production Designer, Art Director, and/or the Director of Photography.

### **ASSISTANT COSTUME DESIGNER**

Assists and is responsible to the Costume Designer. Does script and costume breakdowns, assists in drawing up the department budget; does needed costume research; organizes work and storage areas and manages inventory of costumes, shop supplies and equipment; supervises set up and wrap; supervises the workshop and co-ordinates the scheduling of fittings; arranges for the rental, maintenance, and replacement of equipment and costumes; acts as principal shopper or buyer in close association with the Costume Designer; may select and organize costumes for secondary players and extras with the approval of the Designer; acts as liaison to the set and arranges the transportation of costumes and supplies to and from the set. Where the production has deemed it not necessary to have this position, the Costume Designer will assume and allocate these responsibilities.

### **COSTUME SUPERVISOR**

Responsible to the Designer - Assists in establishing budget, oversees expenditure and all related paperwork - Sets up and supervises workshop - Is responsible for rental inventory - organizing background performers fittings – Transportation to and from set of costumes and supplies – communicates with AD department – Coordinates communication within department.

### **SET SUPERVISOR**

Duties are acts as the Costume Designer's representative on set; does script and costume plot breakdown; is in charge of the costumes when they arrive on the shooting set; makes sure the costumes are presented and worn as the Designer wishes them to be worn; oversees the supplying and loading of the truck; oversees the layout of the costumes in a camera-ready condition; supervises on set costume personnel and maintains all costume continuity. Is responsible for supervising the orderly wrap-out of costumes. Where no Assistant Costume Designer position is required, the Set Supervisor may assume these duties during pre-production.

### **BACKGROUND COSTUME COORDINATOR**

Responsible to the Costume Designer. Liaison to the Assistant Director to determine requirements. Select and organize costumes for background performers with approval from Costume Designer. Acts as liaison to the set and arranges transportation of costumes and supplies to and from set. Coordinates fittings for background performers. Arranges for rental, maintenance, and replacement of equipment and costumes used by background performers. Arranges for set supervision of background performer's costumes and is supervised by Costume Designer and Set Supervisor conjointly. Where the Production has deemed the position unnecessary the Assistant Costume Designer will assume and allocate these responsibilities.

### **CUTTER**

Duties are responsible for fabrication patterns, cutting, fitting and construction of costumes from specific designs and/or sketches provided by the Costume Designer. The Cutter determines yardage and trims for costumes, may assist in selecting materials and supervises costume construction.

### **BREAKDOWN ARTIST/DYER**

Duties are dyes, paints, and distresses fabric and costume garments as designed by the Costume Designer.

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### **TRUCK COSTUMER**

Duties are organizes, supplies and maintains the "truck" in an orderly fashion; maintains costumes in a camera-ready condition, including laundry, dry-cleaning, ageing and necessary breakdown as required; does costume layout and wrap; has a working knowledge of script breakdown and continuity systems; can dress extras; assists Set Supervisor on set when required; can supervise the set when required, not to replace the Set Supervisor. Where no Daily/Weekly Costumer is required, the Truck Costumer may assume those duties, encompassing all the requirements of a Daily/Weekly Costumer, in addition to the above mentioned duties.

### **COSTUME BUYER**

Duties are under the supervision of the Costume Designer, the Buyer is responsible for the purchase of materials and costumes; establishes and maintains good relationships with vendors, returns unused clothing in a professional and timely manner; maintains accounting records for all petty cash and/or purchase orders. Valid driver's license required for this position.

### **COSTUME ASSISTANT**

Assist under the direction of all of the above job descriptions with any and all aspects of prep and shoot shopping, sewing, costume breakdown, dying, pressing, steaming, laundry and dressing background performers.

### **SEAMSTER/SEAMSTRESS**

Duties are responsible for assisting in fittings, alterations and construction of costumes as assigned by the Costume Designer or Cutter.

### **PERSONAL DRESSER**

The Performer's Costumer is responsible for the continuity and maintenance of a specific performer's costumes.

### **COSTUMER**

Duties are does basic shopping, buying, and returns (if show demands do not require separate buyer), assists with research and phoning; can do costume breakdown and ageing; can do laundry, ironing, sewing skills and costume maintenance; may assist with fittings and alterations; may assist with dressing extras (under the direction of the Costume Designer); may transport costumes to and from the set when required.

### **KEY BREAKDOWN ARTIST**

Duties are to supervise the staff of breakdown artists and dyers. Also colour strips, bleaches, distresses, tints, paints, prints and dyes the costumes as designed by the Costume Designer. Is responsible for chemicals, dyes and tints. Oversees the dye shop set up and compliance as per safety legislation.

### **COSTUME ILLUSTRATOR**

Duties are to communicate the Costume designer's ideas in a visual form. Assists in creating the look for each character by sketching clothes and accessories that the actors will wear in performance. Renders design sketches using digital media or by free hand means of representation as per the Costume Designer.

### **COSTUME EXPENSE TRACKER**

Duties are recording and managing financial data for the Costume department. Allocating and coding incoming expenses. Handles P. Card reconciliation for the Department. Files Cheque Requests, Purchase Orders. Delivers Budget summaries on a weekly or episodic basis. Tracks Budget "Estimates to Complete". Inputs Department budget into Costume Software. Manages stock/data related to vendors. Also works as a liaison between the Costume Designer with Accountants.