

## **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. Departmental timesheets when necessary.

### **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 performer fittings – Transportation to and from set of costumes and supplies, communicates with AD department, Coordinates communication within department. Organizes work and storage areas, manages inventory of costumes, hiring, and managing crew and daily labor, assists in establishing and maintaining budget, acts as liaison to the set and arranges transportation of costumes and supplies to and from the set, acts as department liaison to producers, PM, union and BG casting.

### **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.

### **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. Liaison to Assistant Directors and BG Casting, coordinates with Costume Supervisor to organize daily labor.

### **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. Supervises work flow of the sewing room including sewers and specialty builders.

### **KEY BREAKDOWN ARTIST**

Responsible for dying and distressing garments under the guidance of the designer. Extensive knowledge of best practices regarding health and safety when using chemicals, dyes and sprays, extensive knowledge of technique. Ability to supervise and delegate tasks efficiently to other Breakdown Artists. Responsible for assessing safe work space. Acts as liaison with Costume Designer, Assistant Costume Designer and Costume Supervisor.

**BREAKDOWN ARTIST/DYER**

Duties are dyes, paints, and distresses fabric and costume garments as designed by the Costume Designer. Awareness of health & safety when using chemicals and sprays. Reports to Key Breakdown Artist.

**TRUCK SUPERVISOR**

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; can dress up to 5 BG or stunt performers as long as they are located at circus. Can supervise the set when required, not to replace the Set Supervisor. Liaison between set and office, and responsible for preparation of line up.

**COSTUME BUYER**

The Buyer is responsible for the purchase of materials and costumes ( in person or online) under the instruction of the Designer or ACD, establishes and maintains good relationships with vendors, returns unused clothing in a professional and timely manner; responsible for all petty cash and/or purchase orders. Makes subjective design decisions based on the instruction from the designer 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 for consumables and office supplies, basic sewing, pressing, steaming, laundry and dressing background performers, pick up and drop offs, facilitating returns. Costume Assistant does not replace the duties of a buyer.

**STITCHER**

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. The Personal Dresser is responsible for all aspects of a specific performer's costumes, this includes maintenance, comfort, continuity and laundry. Acts as a liaison between Costume Designer, Assistant Costume Designer and performer.

**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. Works as a liaison between the Costume department and Accountants.