

Job Description

Job Title: Costume Designer	
Reports to: Production Manager, Director	Mentor: Designated Professional Mentor
Department: KIDSTAGE Summer Independent Production	Supervisor: Designated KIDSTAGE Staff
<p><u>Position Overview:</u></p> <p>Costume Designers create costumes befitting the characters, story, and actor needs. They work collaboratively with the director/designers to fulfill the vision and concept of the production. They produce sketches and color renderings of designs, as well as choose appropriate fabrics for actor movement and research about the time period of the production. They build, pull, or requisition costume pieces, including shoes and accessories.</p> <p>Costume Designers are experienced sewers, attentive to detail, visual communicators, collaborative, enjoy working with and leading a team, and enjoy interpreting the director's concept in clothing. The Costume Designer is responsible for planning, development, budgeting and control of costumes for the Summer Independent Production. The Costume Designer is also responsible for supervising the design and execution of the hair and make-up design as it pertains to the overall costume design. A Hair and Make-up Designer may also be hired on a show-by-show basis to design and execute the hair and make-up design and reports to the Costume Designer to collaborate and fulfill the design.</p> <p>Principal Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Oversees the completion of all costume elements of a production to the Director's and KIDSTAGE satisfaction • Expedites production within scheduled deadlines • Manages shop supplies, tools, stock fabrics, notions and materials necessary for the production • Acts as liaison with Stage Management for fittings and production notes • Manages budgets for costumes and keeps Production Manager apprised of all budgetary concerns or status • Determines and maintains a costume production quality of the highest standard • Manages cash advance receipts and purchase orders, and return all receipts to the production manager • Attends production meetings, dress rehearsals and technical rehearsals • Compiles research for costumes, hair, and makeup. • Purchase materials and supplies • Meet with the director and put together an accurate scene/character breakdown and generate a costume plot • Be responsible for keeping track of pull lists, labeling all pulled costumes and returning unused pulled pieces • Build costumes (as necessary) • Create sketches, renderings, and supply lists for the realization of the hair and make-up design. • Collaborate with the Assistant Costume Designer on the creation, vision, and execution of the design. Delegate working tasks to the assistant as necessary. • The Costume Designer will facilitate getting Actors information about shoes as soon as possible. It is important that Actors be given ample time to rehearse in and become accustomed to footwear. It is appropriate for actors to purchase one (1) pair of shoes for a KIDSTAGE production 	

- The Costume Designer should communicate to the Production Manager the Dresser needs, and assist the Production Manager in acquiring costume staff as necessary
- The Costume Designer will compile a dressing list which includes (but is not limited to) the following information for each piece of each complete look: garment description, garment owner, notations on fabric content and laundering instructions for both built and pulled pieces, act/scene garment is worn and quick changes.
- Report all incidents and emergencies to KIDSTAGE staff
- Communicate and enforce KIDSTAGE Expectations of Behavior. No use of alcohol or tobacco or illegal substances is allowed in and around the Village Theatre buildings
- Attend strike. Following strike, return all borrowed items in original condition
- The costume designer is responsible for laundry and dry-cleaning. Please plan dry-cleaning costs accordingly.

Education and/or Equivalent Experience Preferred:

- Pursuit or intent to pursue an undergraduate degree in costume design, fashion design, or similar degree
- Proficiency in both hand and machine sewing

Other Skills, Ability and/or Knowledge:

- Calm / Professional demeanor
- Working knowledge of professional theatre producing practices and personnel management
- Working knowledge of professional theatrical costume and craft construction techniques
- Proficient in programs including but not limited to: Excel, Word, and Dropbox
- Ability to manage shifting and competing priorities
- Exercise good judgment and discretion
- Flexibility in projects and schedules
- Attention to detail
- Self-starter
- Strong organizational skills
- Ability to execute projects efficiently and according to schedule
- Ability to work independently and to maintain a positive work atmosphere
- Work schedule varies and includes evening and weekend hours
- Possess interpersonal communication and organizational skills

Scope and Character of Supervisory Responsibilities:

- Assistant Costume Designer, Hair and Makeup Designer, and Dresser

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.