



LOYOLA UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

DEPARTMENT OF FINE AND PERFORMING ARTS

Production Staff Job Descriptions

Costume Designer

The Costume Designer is responsible for the design and implementation of all elements of costume design including designing, building, and /or acquisition of all costume pieces in a timely manner and within budgetary limits. The Costume Designer works collaboratively with the Costume Shop Supervisor to maintain the costume design.

THIS LIST OF RESPONSIBILITIES IS NOT EXHAUSTIVE. It should be used as a guideline of the responsibilities of this position on any production. If a question arises about the breakdown of responsibility, one should seek the advice of their Mentor or the Managing Director of the Department.

Pre-Production:

- * Reads, studies, and researches the play.
- * Attends all design and production meetings.
- * Consults regularly with the Director, Faculty Mentor, Technical Director, and other Designers to discuss concepts, colors, available materials, and stock.
- * Produces and provides for SM and Director:
 - * Costume Plot.
 - * Preliminary research conceptual background.
 - * Sketches and renderings for each costume.
 - * Primary research of dress, color, and line.
 - * Thumbnail sketches.
 - * Costume list including number of costumes, types and sources, and color ideas.
 - * Rough costume designs.
 - * Concept board.
 - * Color swatches.
 - * Report on plan for execution of costume designs.
 - * Finished color renderings.
 - * Working drawings of built costumes.
 - * List of accessories and specialty items.
 - * Fittings schedule.
 - * Build and shopping plan.
- * Consults with Props Master about any items that may be considered the responsibility of the other. (Accessories, hand bags, costumes that the character wears as opposed to costumes the actor wears.)

Rehearsal Period:

This time is used to work. Once the actors are cast a good deal of time will be spent shopping, measuring, constructing, and altering pieces.

- * Attends "Show and Tell" to explain design concepts and any demands on the actor. (Growing hair, cutting hair, etc.)
- * Makes appointments with each actor to take measurements.
- * Shops for and select all items pertaining to costumes.
- * Supervises all fittings or alterations, and be responsible for notes take in fittings.
- * Design and purchase or construct all accessory items, including gloves, hats, jewelry, etc.
- * Designs or supervises make-up, hair styling, and selection of wigs and hairpieces.
- * Distributes dressing list to each actor prior to Tech Week.
- * Distributes laundry/dry cleaning list and a costume change plot to crew prior to first dress rehearsal.

- * Reads daily rehearsal reports and responds to questions or concerns.
- * Attends designer runs and collaborates with the production team on problems and production needs.

Tech/Performance Period:

- * Attends all dress and final rehearsals taking notes about for actors and crew to ensure costumes (and all accessories) are being worn correctly.
- * Completes any necessary alterations or repairs throughout the run of the show.

Post-Production Period:

- * Returns all costume pieces to storage or to the lender being careful to reverse any alterations that were made.
- * Gives a copy of design work to Managing Director for purposes of display and publicity.
- * Attends Post-Mortem to give report.
- * Turns in receipts to Managing Director.

Sage Wisdom From Last Year:

- * Don't procrastinate or put anything off, dive in and don't be afraid to ask for help and constantly consult your mentors.
- * Budget time wisely! Plan it on a calendar and set deadlines to yourself. Know your limits and don't overwork yourself.
- * Patience is a virtue. Time management is key-use free time you have early on in the process, if you don't use it, you will wish you had it back. Don't fear change, be open to realizing that sometimes things wont work and you might have to begin from scratch.