



## PRODUCTION TEAM POSITION DESCRIPTIONS

### COSTUME DESIGNER, COORDINATORS AND ASSISTANTS

Reports to Production Manager

1. During the pre-production period, go through the script, page by page, and create a **costume plot** (Here is a great reference site including a [downloadable template](#)). Note costume references in the *character descriptions*. Note stage directions about how the actors use their costumes. Note any script dialogue that references costumes.
2. Prepare a costume look book/display that demonstrates colours, designs, fabrics and textures for each cast member and scene
3. Design and coordinate costumes to fulfill the Director's vision
4. Attend creative team meetings and commence costume planning ahead of rehearsal period
5. Collect cast member clothing size details early in the schedule and prioritise costumes according to the publicity schedule
6. Arrange costume construction, hire, alterations as required. Organise wardrobe workshops involving cast and other volunteers
7. Organise costume fittings with relevant cast members outside of rehearsal time
8. Be prepared to creatively re-design any part of the concept that does not meet budget requirements
9. Meet deadlines and schedules for 'costume parade' for Director's approval
10. Ensure costumes are ready for the photo shoot(s) and attend those to ensure costumes look great
11. Prioritise use of available resources and stay within budget
12. Maintain an accurate record of all costume expenditure (including receipts)
13. Attend production meetings and report on progress and expenditure
14. Attend rehearsals and prepare a master **costume running sheet** highlighting quick changes
15. Arrange dressers for all performances, if required
16. Advise cast of personal costume requirements E.g. socks, tights, shoes
17. Attend all technical and dress rehearsals and opening night – note and solve any costume issues
18. Ensure the safe and immediate return of all costumes belonging to the company
19. Arrange cleaning/laundry of any costumes, as required
20. Complete the post-production feedback survey in a timely manner

**Bendigo Theatre Company Inc.**

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