

Keizer Homegrown Theatre
COSTUME DESIGNER
JOB DESCRIPTION & DUTIES

Costume designers create the look of each character by designing clothes and accessories the actors will wear in performance. Depending on their style and complexity, costumes may be made, bought, revamped out of existing stock or rented. If the production is set in a specific historical era, the fashions of this period will need to be researched. Keizer Homegrown Theatre has a resource library.

PRE-PRODUCTION

1. Read the script.
2. Bring rough sketches or pictures to the first production meeting. Check with the director on the exact number of characters needing costumes, as any non-speaking characters the director plans to include may not have been listed in the script.
3. Create a costume plot with the stage manager. This helps track the specific costume needs of every character. It can also identify any potential costume challenges, such as very quick changes between scenes.

DURING PRODUCTION

1. Measure anyone who will be wearing a costume.
2. Work with the producer to recruit a costume crew.
3. Keep track of all Costume budgets and expenditures. Maintain an accurate budget. Turn in receipts to the stage manager with a reimbursement form
4. Keep track of borrowed costumes. A picture inventory is very helpful.
5. Set-up a timeline for getting costumes completed. All costumes will be finished before dress rehearsals begin.
6. One month before opening, provide the producer with people to thank for the program.
7. Provide any rehearsal clothing (skirts, coats, shoes) ASAP.
8. Provide performance shoes ASAP.
9. Once the show opens, the designer (or costume crew assigned by the designer) is responsible for maintaining the costumes during the production, including mending, washing & ironing.

POST-PRODUCTION

1. Oversee costume strike.
2. Clean and return all borrowed or rented costumes.
3. Clean and return Keizer Homegrown Theatre costumes.
4. Attend post mortem.

THINGS TO GO IN COSTUME FOLDER

1. Costuming sources
2. List of potential volunteers
3. Reimbursement forms
4. Measuring sheets
5. Costume plot forms