

# ASST. COSTUME DESIGNER



NAME:

PRODUCTION:

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## 1) Applicable Dates

The parties hereby acknowledge that the timeline for the production is as follows:

|                             |      |
|-----------------------------|------|
| Meet & Greet                | DATE |
| Costume Preliminary Designs | DATE |
| Budget Meeting              | DATE |
| Costume Final Designs       | DATE |
| First Rehearsal             | DATE |
| Load-In                     | DATE |
| Tech                        | DATE |
| Opening                     | DATE |
| Closing                     | DATE |
| Strike                      | DATE |

## 2) Services/Duties

- a) Read the script and determine the costume needs of the production.
- b) Create and maintain the costume plot matrix and the costume piece lists.
- c) Act as liaison with costume shop when Costume Designer is unavailable.
- d) Coordinate elements for fittings including all purchased items.
- e) Compile design notes from fittings.
- f) Attend production meetings and rehearsals as a representative for the Costume Designer and costume shop.
- g) Provide costume information to other production areas in consultation with the costume designer.
- h) Update costume dressing lists in consultation with the costume designer.
- i) Pull rehearsal costumes as necessary.
- j) Encouraged to attend rehearsals and Designer Run
- k) Facilitate swatching and shopping for Costume Designer.
- l) Help manage petty cash and purchase orders checked out to Costume Designer.
- m) Compile and maintain production "bible."
- n) Supervise the correct labeling of all items for proper wardrobe identification.
- o) Inventory rental costumes as necessary and help manage their return.
- p) Help collate and distribute notes from the Costume Designer during dress rehearsal and preview period.
- q) Actors should be prepared to provide basic stage makeup and tattoo cover up if requested.
- r) Actors must be prepared to remove facial and/or cartilage piercings and should have the necessary clear spacers to maintain their piercings.
- s) Actors should maintain their hairstyle, color, texture, and length as seen at auditions through the entire production process. Any changes must be approved with the Costume/Hair and Makeup Designer and the Director.
- t) Perform other duties as assigned by the Costume Director.

*This contract serves as a guideline of your role in this production. It has been created to lay out certain expectations of your position and not created as a training manual for your role. There are many components to your position that are beyond the scope of this contract and those elements are found in your classwork & training. Please speak to your advisor regarding any and all of those responsibilities.*

#### 4) Budgets

- a) The EmStage staff is responsible for maintaining budgets. The Designer agrees to work in collaboration with the Production Manager and Costume Shop Supervisor to ensure the best use of resources.

#### 5) General Release

General Release for use of name, likeness, image, voice, performance, and/or biographical information.

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I grant and assign to Emerson all right, title, and interest in and to the Recordings, including without limitation, copyright.

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Asst. Costume Designer  
Date

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Production Manager  
Date