

WARDROBE SUPERVISOR



NAME:

PRODUCTION:

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
Paperwork Drafts	Monday Before Dry Tech
Tech	DATE
Opening	DATE
Closing	DATE
Final Paperwork	Closing Performance
Strike	DATE

2) Services/Duties

a) Paperwork Duties:

- i) Study the script and keep abreast of the needs of the production as rehearsals progress by reading the daily rehearsal reports and attending rehearsal as needed
- ii) Prepare wardrobe paperwork, work closely with Stage Manager, Costume Designer, and Assistant Costume Designer
 - 1) Costume Change Plot (comes from SM's Monday before dry tech at the latest)
 - 2) Piece List (development from designer's original)
 - 3) Dressing sheets
 - 4) Inventories and Preset lists
 - 5) Dry cleaning inventory
 - 6) Wardrobe Run Sheet
 - (a) Detailed tracks as necessary
- iii) Final drafts of the above are due to the Assistant Costume Shop Supervisor, ACSS, for review on the Monday before load out
- iv) Print paperwork & prepares packets/clipboards for crew

b) Rehearsal Costumes:

- i) Coordinate the transportation, storage, cleaning, and care of rehearsal costumes in consultation with the ACSS
- ii) Communicate with SM and cast the correct use and care of rehearsal costumes

c) Prep for Strike:

- i) Attend costume inventory (usually at the end of the week before tech)
- ii) Make sure hang tags, ditty bags, laundry bags are present & labeled as needed.
- iii) Pull socks/t-shirts/mic belts if needed
- iv) Ensure carrying bags, bins are gathered & ready for transport of clothes
- v) Check backstage kit for needed supplies
- vi) Check/pack laundry supplies
- vii) Work with ASM to prepare backstage areas.

d) Supervise and Instruct Wardrobe Crew:

- i) Steam, iron, and clothing maintenance
- ii) Specific costume dressing techniques

- iii) Hair and makeup techniques as needed
- iv) Backstage etiquette
- v) Assign check-in/check-out and supervise this work
- vi) Assign quick change duties and supervise this work
- vii) Assign laundry duties, prepare laundry/repair schedule & report schedule to ACSS
- viii) Solve backstage problems.
- ix) Repair costumes/ coordinate with shop for advanced repairs
- e) Expected to Attend:
 - i) Official timeline is from start of rehearsal through strike
 - ii) Attends fittings as requested
 - iii) Selected run-throughs as determined
 - iv) Production meetings
 - v) Costume parade, if one is scheduled
 - vi) All technical rehearsals, dress rehearsals and performances (no exceptions!)
 - vii) Strike

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.

Collaboration Standards and Expectations

At Emerson Stage, the production process is rooted not only in artistic excellence but also in ethical, professional, and educational collaboration. This contract affirms that the Wardrobe Supervisor's work will align with the Standards for Theatre Collaborations in Educational Institutions, a framework based on the Chicago Theatre Standards and adapted for our educational community.

The Wardrobe Supervisor agrees to:

- Foster a respectful, inclusive environment that supports all members of the production team
- Maintain transparency and open communication
- Uphold educational principles, supporting both their own learning and the growth of their collaborators through collaboration, professionalism, and mentorship.
- Respect roles and responsibilities, recognizing that collaboration involves both artistic ownership and shared accountability.

Key expectations include:

- Communicating changes, challenges, and concerns promptly and professionally.
- Supporting consent-based collaboration by involving relevant team members in all significant creative decisions.
- Advocating for solutions when conflict arises, utilizing established institutional support systems when necessary
- Prioritizing safety, equity, and academic balance during all stages of the production process.

These standards are intended to foster a working environment that helps prepare for the professional world while protecting the educational mission of Emerson College. By signing this agreement, the Wardrobe Supervisor affirms their commitment to upholding these standards as a core part of their design practice during this production.

3) Budgets

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.

4) General Release

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

Note: THIS IS A RELEASE OF LEGAL RIGHTS — READ AND UNDERSTAND BEFORE SIGNING

In consideration for the opportunity to have my work or other promotion material distributed by or through Emerson College ("Emerson"), I hereby authorize Emerson or those it designates, to record and publish my name, likeness, image, voice, performance, and/or biographical information on film, videotape, audiotape, electronic media or otherwise ("Recordings") for use, in whole or in part, in perpetuity worldwide by Emerson and those designated for educational, scholarly, promotional, job placement, or other purposes, in any format or media now known or later created.

I consent to the use of my name, likeness, image, voice, and biographical material in connection with the Recordings.

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

I confirm that:

- a) I have the right to enter this agreement
- b) My performance and the rights granted in this agreement will not conflict with or violate any commitment I have with any other person or entity
- c) Emerson has no financial obligation to me for the Recordings or this agreement
- d) I am solely responsible for the content and accuracy of any and all Recordings and material supplied under this agreement. Accordingly, I confirm that none of the Recordings and material supplied under this agreement infringes on any copyright, trademark, right of privacy, or any other right of any other person or entity, and that nothing contained in the material supplied under this agreement is in any way false, libelous, obscene or otherwise contrary to law.
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- f) I understand that Emerson may publish or otherwise make Recordings and information contained in the available to the public through, among other means, the Internet. I further understand that Emerson cannot police, regulate, or otherwise control use of released into the public domain.
- g) I understand that in the event Emerson publishes Recordings supplied under the terms of this Release in and format and/or posts such Recordings on any site, web page, or other electronic media, Emerson may, in its sole discretion cease or recall and such publication and/or remove or take down any such electronic media at any time without prior notice.
- h) I understand that neither this Release, nor any of the statements contained in this Release, in any way obligate Emerson to publish to post Recordings supplied under this Release.
- i) I understand that the terms of this Release shall apply to any updates or revisions which I may make to any Recordings or related information supplied under the terms of this Release and that Emerson is not required to obtain a new release concerning any such update or revisions prior to publishing or posting such updated or revised Recordings.
- j) I understand that nothing in this Release shall relieve me of my obligations under any Emerson rules, policy, or handbook provision.

I hereby release, discharge, and agree to hold harmless Emerson, its trustees, officers, employees, agents, representatives, affiliates, and any and all persons or entities acting on their behalf or pursuant to their permission,

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This agreement represents my entire understanding with Emerson concerning the material supplied hereunder. I have read this Release prior to signing it, and I understand and agree to its contents. This agreement may not be amended unless Emerson and I agree in writing. This agreement, which has been signed as a contract under seal, will be governed by and constructed under the laws of Massachusetts (excluding its conflicts of laws principles).

Wardrobe Supervisor
Date

Production Manager
Date