

JOB DESCRIPTION

JOB TITLE: COSTUME DESIGN ASSISTANT

JOB SUMMARY: Works with and as an extension of the costume designer on assigned OSF productions, are the informational hub for costume aspects of the project and are an inter-departmental and intra-departmental resource.

ESSENTIAL JOB DUTIES:

1. Acquires a thorough understanding of the Costume Designers vision for each assigned show
2. Is informed about the script, context of design and other relevant aspects of assigned production.
3. Acts as the liaison between the designer and the costume team especially when the designer is off site.
4. Provides timely and comprehensive communication between the designer, work room staff, director, actors, stage management, and other OSF departments.
5. Acts as a resource for guest designers regarding procedures, policies and organizational culture.
6. Facilitates all materials needed to execute costumes including but not limited to; fabric and accessory materials, costume rentals, stock and purchased garments. This includes fabric yardage estimates and purchases, garment and accessory purchasing and returning to meet both vendor and fitting deadlines and oversight of all items needed for the successful completion of their assigned show.
7. Works in concert with the workroom supervisor in scheduling and prioritizing the work flow of a show team for interim goals which may include but are not limited to; dye schedules, fittings, tech/dress rehearsals and previews.
8. Initiates fitting requests by compiling the needs of the workroom, costume props, hair and wigs and the Costume Designer.
9. Facilitates and time manages actor fittings to ensure all priorities are met. Documents notes and images and stores all information so designers and the necessary department members have access to the information.
10. Monitors safety issues in relation to costume pieces and addresses concerns from actors in coordination with the Safety Manager.
11. Prepares paperwork and strategizes with the Wardrobe Supervisor to coordinate the transition of the show from the workroom to wardrobe and to facilitate the running and maintenance of each show. Paperwork may include actor dressing sheets, check in sheets, scene breakdowns, and quick change information.
12. Works closely with Stage Management to assure smooth exchange of information, and show needs.
13. Coordinates with the Wardrobe Supervisor and Stage Management for the transition of costumes and costume pieces into rehearsal and onstage rehearsals.
14. Works with the Wardrobe Supervisors to provide both rehearsal garments as requested and also additional rehearsal items deemed necessary
15. Coordinates with Stage Management and the Wardrobe Supervisors the movement of rehearsal and real clothing items that are needed in the shop for fittings.
16. Responds in a timely manner to daily rehearsal reports.-
17. Primary resource for wardrobe during tech and dress rehearsals
18. Compiles, collects and distributes costume notes to show team following technical rehearsals, dress rehearsals and previews.
19. Maintains fiscal responsibility in relation of the specific needs of each show.
20. Maintains up to date show budget including full record of purchases, vendors, shipping costs and other information
21. Responsible for the transfer of receipts and necessary spending records to ensure accurate and timely payment of monthly credit card bill.

22. Records and maintains a full record of all design decisions, vendors, shopping and material sources, and rental records to create a "Show Bible".
23. Attends meetings, run-throughs, dress rehearsals and other rehearsals with or as a representative of the designer and shop.
24. Coordinates and cooperates with other departments to fulfill unity of design between set, lighting, sound, projections and costumes

OTHER JOB DUTIES:

1. Facilitates weekly show meetings.
2. Attends prop meetings, OSF show intro, shop meetings, Costume Design Coordinator meetings, Company Call, rehearsals as needed
3. Collaborates with the show team to communicate maintenance information to the Wardrobe Crew.
4. Assists in other projects as assigned by Costume Department Manager

RELATIONSHIPS:

Reports To: Costume Department Manager

Professional Relationships; Designers, Workroom Supervisor, Cutters, Costume Properties Artisans, Wardrobe Supervisor and staff, Hair and Wig Supervisors and staff, Costume Department Shopper, Costume Shop staff, Stage Management staff, PA's, Actors, Directors, Lighting Designers, Set Designers, Chorographers, Safety Manager, Properties Masters, Marketing personnel, and Stage Operations staff.

MINIMUM QUALIFICATIONS: (Necessary to the Successful Performance of the Position)

Education: MFA or BA degrees plus 3 years of experience as a costume designer or Costume Design Assistant in major theatre working on large scale productions.

Work Experience: 6-7 years working as a costume designer or as a costume design assistant

Machines, Tools, Equipment, Work Aids: Proficient knowledge of Microsoft Office a must, including Excel Word, Outlook and experience in internet shopping is important. Valid driver's license and good driving record is necessary.

Physical Ability: Ability to lift up to 40lbs, drive for long periods of time, climb ladders and stairs and be on your feet for extended periods of time. Work weeks may extend beyond 40 hours.

Other Ability : Excellent organizational, interpersonal & communication skills. Analytical and problem solving skills, ability to work independently and with others, self motivated. Strong sense of design and color, knowledge of costume history, theatre history and costume construction methods Knowledge of textiles and other materials used in costume construction. Familiarization with other areas of production design a plus. Knowledge of AEA rules a plus. Must be able to keep a flexible work schedule including evenings and weekends and some out of town travel. , leadership skills, ability to quickly learn to use new technology, ability to maintain a professional demeanor under high stress and fast paced conditions.

Non-Exempt/Salaried

10/12