

COSTUME DEPARTMENT POSITIONS AND DESCRIPTIONS

COSTUME DESIGNER: Duties are Script breakdown and costume plots. Determines costume needs of the production. Responsible for sketches/renderings of the costumes. Draws up budget and disperses allocated funds as required. Maintains accurate financial records. Selects and procures all materials, costumes and accessories for costumes. Coordinates the hiring of personnel, their schedules and approves departmental time sheets. Clarifies and assigns duties to all Costume Department personnel. Attends production meetings. Determines visual look/concept of costumes in conjunction with the Producer, Director, Production Designer, Art Director, and/or the Director of Photography.

ASSISTANT COSTUME DESIGNER: Assists and is responsible to the Costume Designer. Does script and costume breakdowns, assists in drawing up the department budget; does needed costume research; organizes work and storage areas and manages inventory of costumes, shop supplies and equipment; supervises set up and wrap; supervises the workshop and co-ordinates the scheduling of fittings; arranges for the rental, maintenance, and replacement of equipment and costumes; acts as principal shopper or buyer in close association with the Costume Designer; may select and organize costumes for secondary players and extras with the approval of the Designer; acts as liaison to the set and arranges the transportation of costumes and supplies to and from the set. Where the production has deemed it not necessary to have this position, the Costume Designer will assume and allocate these responsibilities.

SET SUPERVISOR: Duties are acts as the Costume Designer's representative on set; does script and costume plot breakdown; is in charge of the costumes when they arrive on the shooting set; makes sure the costumes are presented and worn as the Designer wishes them to be worn; oversees the supplying and loading of the truck; oversees the layout of the costumes in a camera-ready condition; supervises on set costume personnel and maintains all costume continuity. Is responsible for supervising the orderly wrap-out of costumes. Where no Assistant Costume Designer position is required, the Set Supervisor may assume these duties during pre-production.

TRUCK SUPERVISOR: Duties are organizes, supplies and maintains the "truck" in an orderly fashion; maintains costumes in a camera-ready condition, including

laundry, dry-cleaning, ageing and necessary breakdown as required; does costume layout and wrap; has a working knowledge of script breakdown and continuity systems; can dress extras; assists Set Supervisor on set when required; can supervise the set when required, not to replace the Set Supervisor.

BACKGROUND COSTUME COORDINATOR: Responsible to the Costume Designer. Liaison to the Assistant Director to determine requirements. Select and organize costumes for background performers with approval from Costume Designer. Acts as liaison to the set and arranges transportation of costumes and supplies to and from set. Coordinates fittings for background performers. Arranges for rental, maintenance, and replacement of equipment and costumes used by background performers. Arranges for set supervision of background performer's costumes and is supervised by Costume Designer and Set Supervisor conjointly. Where the Production has deemed the position unnecessary the Assistant Costume Designer will assume and allocate these responsibilities.

BREAKDOWN ARTIST/DYER: Duties are dyes, paints, and distresses fabric and costume garments as designed by the Costume Designer.

COSTUME ASSISTANT: Assist under the direction of all of the above job descriptions with any and all aspects of prep and shoot shopping, sewing, costume breakdown, dying, pressing, steaming, laundry and dressing background performers.