

# BLOOMFIELD PLAYERS COMMUNITY THEATRE

## Position Description

**TITLE:** Costumer

**FLSA CODE:** Exempt

**REPORTS TO:** Director, Producer and Board of Directors

**DATE:** May, 2005

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### 1. Production/Rehearsal/Performances:

- a. Responsible for reading script and making rough sketches for review by the Director and production team.
- b. Consult with Director and Choreographer regarding designs and potential problems.
- c. Determine which costume items can be provided by the cast and arrange with the cast to provide these.
- d. To the maximum extent possible, arrange to borrow costumes.
- e. When purchases are necessary, consult with the Technical Director and remain within budget limitations.
- f. Construct costumes according to designs indicated.
- g. Provide ample notification and clarification to cast of items they must supply.
- h. Arrange for costume assistants as needed and review their progress.
- i. Schedule costume parade with the Director.
- j. Keep tabs on all costumes.
- k. Make a scene by scene costume chart for each cast member.
- l. Repair costumes as needed.

#### 2. Post Production:

- a. Coordinate strike of costumes and arrange their return to the proper source (arrange for cleaning if needed).
- b. Responsible for cleaning costumes after the production ends.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be available in early December for auditions.
- Must be available January through early March for rehearsals which will be scheduled a minimum of two nights per week from approximately 7:00 pm – 10:00 pm. Time commitment may increase and include weekends two weeks prior to opening night.
- Must have experience in costume design.
- Must be able to organize people, time, and equipment in the most efficient way for the task at hand.
- Must be available to discuss problems as they arise with the various technical section heads and work out solutions with the directorial staff in a timely manner.
- Must be a strong team player.

### EDUCATION and/or EXPERIENCE

- Minimum of 3 years relevant costume experience in the field of theatre.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORK ENVIRONMENT

**BLOOMFIELD PLAYERS COMMUNITY THEATRE**  
**Position Description**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job will require work after normal business hours and on weekends.

**This description is intended to describe the type and level of work being performed by a person assigned to this position. It is NOT an exhaustive list of all duties and responsibilities required by a person so classified.**