DEPARTMENT OF FINE AND PERFORMING ARTS
Production Staff Job Descriptions
Costume/Scenic/Props Coordinator

This list is not exhaustive. It should be used as a guideline of expectations and responsibilities. If you have any questions about what this job entails, you should ask your mentor or the Managing Director.

Pre-Production
- Attend general coordinating meeting at beginning of the semester.
- Be familiar with the what the project is about (read script if present, think about possible needs of project) and meet with Director to discuss the actual needs of the project.

Pre-Production Pertaining to Costume Coordination
- Takes measurements of actors.
- Work with Production Coordinator to set up meeting with Costume Shop Manager to look through stock at possible pieces.
- Produce any paperwork applicable to the project (i.e. pieces list, costume plot, sketches, visual research – as necessary)
- When it comes to pulling costumes, they are available <u>AS IS.</u> Pieces may be altered for fit (i.e. hemline), but not changed drastically. Any and all use and alterations only upon approval of costume shop manager.
- Access to accessories, hats, etc. upon approval of shop manager.

Pre-Production Pertaining to Scenic/Props Coordination
- The SC will assist the director in establishing a ground plan in regards to the rep seating platform. If change to rep seating is desired it must be discussed at the first coordinating meeting.
- Create a props list to discuss with the Director.
- Available props in stock and any changes must be approved by Props Manager for use and alterations.
- Work with Production Coordinator to set up meeting with Technical Director, and Props Manager to look through plenum and props storage at possible furniture and props that are in stock.
- All furniture is available <u>AS IS</u>. If a piece in stock has previously been painted, you *may* be able to repaint it. Use and repainting based on TD approval.
- The floor and walls <u>cannot</u> be painted.
- Produce any paperwork applicable to the project (i.e. pieces list, sketches, research, etc. – as necessary)
- Create a detailed props list with specific information about the source, return date, and condition it was received in – distribute to PC and director.
- Considers other sources of props that cannot be obtained from storage.

Rehearsals/Tech/Performance Pertaining to Costume Coordination
- If any rehearsal costume pieces are necessary for the project, the Director and CC should communicate about what those needs are, and the CC will work to provide what is necessary.
- Costumes should be integrated on the second day of tech (unless the project requires earlier introduction).
- CC is expected to be at tech, and performances to maintain, set and secure costumes, as well as take care of any necessary laundry.
- CC functions as wardrobe crew for the performances.

Rehearsals/Tech/Performance Pertaining to Costume Coordination
- Obtains furniture pieces that may be necessary for rehearsal and have them in the space.

- If permission is granted to paint or alter any in stock pieces, the SC will be responsible for doing so.
- CC is expected to be at tech, and performances to maintain, set and secure scenic elements.
- Obtains rehearsal props that are of equivalent size, weight, and function.
- Communicated with Director about anything that gets added during rehearsals.
- Attends rehearsals as needed to ensure safe and proper use of props.
- Works with PC to set up and label prop tables and cabinets.
- Procure any perishable items necessary for the performances.
- Repairs any props that become damaged during rehearsals, tech, or performances.

Post-Production
- The CC must attend and participate in the post-mortem set up by the PC.
- It is the responsibility of the CC to return any costume stock to the costume shop, and to do any final laundry if necessary, at the conclusion of the production.
- It is the responsibility of the SC to restore any items necessary to their original condition, and return everything to the plenum or proper source at the close of the project.
- Help restore the space to its original condition prior to the project.

Pre-Reqs
- Intro to Design.
- Upper level design class preferred but not necessary for every project.