DUTIES & RESPONSIBILITIES OF COSTUME SHOP MANAGER

1. Oversees the completion of both made-to-order and pulled costumes for the stage.

2. Supervises directly costume staff, including, but not limited to: cutters (if other than self), first hands, stitchers, and craftspersons.

3. Expedites production within scheduled deadlines.

4. Attends fittings as necessary for troubleshooting and production continuity.

5. Manages staff time for payroll and budgeting purposes.

6. Supervises the timely inclusion of fabrics into costume production.

7. Manages shop supplies, especially stock fabrics, notions, and materials.

8a. Manages shop equipment, including repairs, maintenance, and replacement.

8b. Manages shop costume stock, including organization, storage, rental, and post-show cleaning.

9. Acts as a liaison with stage management for fittings and production notes.

10. Acts as a liaison with costume crew head for the smooth transition of the costumes from shop to dress rehearsal.

11. Perform other duties as assigned by Faculty Costume Designer.

12. In the University situation the Costume Shop manager will also serve as cutter (draper/pattern maker) unless other arrangements are made by the Faculty Costume Designer.

13. The cutter will use the sketches provided by the costume designer to create the costumes, fabricate patterns by draping or flat-patterning, cutting all fabric for the costumes, determine yardage of fabric and trim, correct patterns or alter costumes as necessary, maintain the integrity of the costume designer through careful interpretation of the sketch.