

JOB TITLE	COSTUME COORDINATOR
REPORTS TO:	Stage Manager
SUPERVISES:	Not applicable
KEY LIAISONS:	Artistic Director
	Senior Researcher
	Financial Comptroller
	Resident Player
	Apprentice Player

JOB SUMMARY: The Costume Coordinator responsible for planning, constructing, maintaining, altering and storing costumes, materials and accessories for theatrical productions of the National Theatre Arts Company. He/she creates the look of each character by designing costumes and accessories for performances and manages the wardrobe. He/she collaborates with artistic and technical staff to ensure that costumes are smoothly integrated into the productions as a whole.

Major Responsibilities

- Research and assess the costume, materials and accessories needs for each production.
- Design costumes, materials and accessories giving consideration to historical data, fashion trends, colour, movement, sound and light.
- Create a costume plot.
- Design, construct and/or procure costumes, materials and accessories for performances.
- Measure and fit performers for costumes.
- Maintains costumes, materials and accessories by ensuring that they are laundered, ironed, repaired and altered for use by performers.
- Procure, receive, catalogue, store and retrieve costumes, materials and accessories.
- Advise on the design, creation and procurement of costumes, materials and accessories.
- Prepare costumes, materials and accessories for rehearsals, performances and publicity sessions.
- Oversee persons assisting with costume production, costume changes and dressing of cast.
- Coordinate dressing and costume space for use by performers and costume production staff.
- Styles wigs and applies makeup to accompany costume.
- Any other related duties.

Skills, knowledge and ability

- Advanced skill in sewing.
- Advanced skill in making patterns.
- Advanced skill in cutting, draping, sewing and dying fabric.
- Advanced skill in design and construction of costume accessories.
- Working knowledge of theatre production operations and procedures.
- Working knowledge of principles, practices and techniques of costume construction.
- Working knowledge of the history of style and fashion.
- Working knowledge of colour coordination and fabric use.

Education and training

- Associate's degree in Fine Arts with specialisation in fashion, costume design or a related field.

Experience

- **Considerable experience in costume production.**