

Central Alberta Theatre

Position Description

Costume Assistant

The Costume Assistant's Role

Working under the direction of the Costume Designer or Head, this position will be in charge of picking up, cleaning and returning costumes to the venue during the run of a production.

Reporting

The costume assistant takes direction from the Costume Designer or Head, and from the Production Manager and Vice President – Productions as appropriate and as detailed in this document.

Etiquette

Theatre volunteers commit to behavioral etiquette throughout their time with the production in order to show respect to the Costume Head, the Director, the Stage Manager, the Production Manager, the play, the actors, the audience, and CAT:

Overall

- I shall look upon the production as a collective effort demanding my utmost cooperation. Hence, I will forgo the gratification of ego for the demands of the play
- I will **always** treat everyone who is a part of the production with respect and dignity (i.e. the actors, Stage Manager, Director, Production Manager, Vice President – Productions, designers, technicians, etc.)
- I will not mistreat, direct or put unnecessary strain on my fellow volunteers because it can lead to miscommunication, hurt feelings, tension, broken trust and anxiety. I do not want this to happen
- I will not arrive for my volunteer work under the influence of any drugs or substances for this will automatically remove me from the production

Duties

On-going

- Become familiar with the written board-approved policies and procedures as they relate to CAT productions (especially Costumes, Section 6.9.4) and follow them

During Production

- Pick up, clean and return costumes to the venue during the run. Normally the costumes are put into the laundry hamper by the actors, the Costume Assistant picks them up after the weekend of shows is finished, cleans and returns them in time for the next show. An actor or the Stage Manager might request a special cleaning of individual pieces under some circumstances.
- Immediately advise the Head of Costumes of any needed repairs

Post Production

- Participate in post-production evaluation process, set up by the VP of Productions as soon as possible after the show closes, for all production personnel to contribute information/feedback on what production elements went well and what improvements could be made.

