



POSITION DESCRIPTION: Head of Wardrobe

HOURS: Estimated Minimum 50-100 hours/production

General Accountabilities

The head of wardrobe collaborates with the director to create the wardrobe for the production, and is responsible to the producer.

Specific Duties

- Collaborating with director on establishing a costume design
- Collaborating with director, set and lighting designers on a colour palette
- Creating colour sketches of people and clothing that communicate the final “look” of costumes
- Taking measurements of all cast members
- Buying, renting or borrowing costumes and accessories (shoes, hats, gloves, jewelry, purses, etc.),
- Adapting clothing to suit a character, and the actors’ activities (safety, comfort and moveability)
- Sewing costumes if necessary
- Attending production meetings
- Attending rehearsals as required
- Attending costume parade, dress rehearsals, etc.
- Coordinating dressers for costume changes as needed
- Arranging to repair and clean costumes during the run
- Supervising cleaning and returns of any borrowed costumes or accessories
- Working within a budget
- Attending a post-production meeting to review to discuss what went well and what could be improved, as input to a Post-Production Report coordinated by the Producer.

*In a larger production the Head of Wardrobe role may be split into two or more roles (i.e. Head of Wardrobe and Costume Designer)