

General Responsibilities and Expectations for Student Costume Designers/Assistant Costume Designers

First let me encourage you to pursue a position of Costume Designer if you are so inclined. The Faculty encourages you in your efforts to learn how to be an excellent costume designer and want you to know that if you are selected, we have every confidence in your ability to do so.

The following rules and regulations are set forth to give you guidelines to help you to be successful. We know how time consuming this position can be and we want you to succeed.

Design positions are determined in the spring of each year for the following academic year. To be considered you must meet the following requirements (exceptions to these are on a case by case basis):

1. Taken and passed with a B+ or higher Costumecraft and Costume Design.
2. Worked in the costume shop for at least two semesters prior to your assignment as either a paid assistant or for practicum credit.
3. Demonstrated an ability to meet deadlines and work as a collaborator.

If you are selected the following guidelines will be followed:

1. Credit can be obtained under THEA 312 Studio Designer or THEA 412 Mainstage Designer. Credits TBA depending on scope of the design. If you are working in the costume shop you can be paid only for the work of constructing the costume – not the design part.
2. If you choose to, and are selected to design costumes for a Studio or Mainstage production at the University of Wisconsin-Parkside you must curtail all outside work over 6 hours per week and those hours must never interfere with any of your duties and responsibilities related to the production you are designing. The type and hours of your outside work need to be discussed with your supervisor. Failure to do so could constitute being relieved of your responsibilities as Designer of Record.
3. It is imperative that all deadlines are met. GOOD production teams meet deadlines. If you are to be successful working outside the university setting learn this quickly.
4. At the beginning of the process, usually 2 –3 months before performance a calendar will be provided with a work schedule, dates and deadlines noted. At that time any negotiation in this calendar will be made and then adhered to.
5. You are expected to be working in the costume shop whenever it is open and you are not in class, unless you are outside shopping or running errands for your production. If possible you are expected to work out your class schedule ahead of time so that you can accommodate this time commitment. Please understand that there will be times you are expected to work on nights and weekends – either with Super Saturday, Dress Rehearsals, or shopping for supplies/clothing for your production. You will learn quickly that Costume Design is a very labor-intensive profession. This does not include all the extra hours you will put in during tech/dress rehearsals. It is mandatory that you be there for strike and after (if costumes need to be put away/returned, etc.) Whatever the circumstances you are expected to FINISH THE JOB. If you learn this early you will be way ahead of the game.
6. COMMUNICATION IS VERY IMPORTANT. If you are going to be more than 5 minutes late – CALL. This is an excellent habit to get into for LIFE. Pertinent phone numbers will be given to you when you accept an assignment.
7. When you accept this position with all of its' responsibilities, it will be determined by you and your supervisor what media will be used for your renderings.
8. Standard design procedure will be utilized as outlined in your Costume Design class. Should you need a refresher, refer to The Costume Designer's Handbook; particularly chapters 1, 2 and 3.
9. Assistant Costume Designers are responsible to help the designers with any paperwork and anything else you might need help with (except rendering). You will meet with them twice a week and determine the needs. They are expected to be all the tech/dress rehearsals and strike. Their outside

work schedule is not limited, but must NEVER interfere with responsibilities, especially two weeks before the show opens. Credit is available under THEA 212.

10. KEEP THE LINES OF COMMUNICATION OPEN and this will be a positive and rewarding experience.

Costume Designer Pecking Order:

1. Work in Costume Shop at least two semesters with at least 10 hours a week (prefer 15+) for money or credit.
2. Take Costumecraft and pass with B+ or higher.
3. Take Costume Design and pass with B+ or higher (can Asst. Design while in this class)
4. Assistant Design a Studio or Mainstage (can be done the same semester you are also working in the costume shop).'
5. Design Studio
6. Design Mainstage

