

### Overview of Role

Costume trainee's tasks vary depending on the scale of the production. They might carry out research for the costume designer or work with an assistant costume designer to detail requirements, photograph garments and note changes in the continuity book. They are likely to help with setting up workrooms, ordering supplies and may help with costume manufacture or the ageing and distressing of costumes. They may assist others with crowd fittings, supporting artistes (SAs) or packing costumes for overseas shipment to other locations or units. During the shoot, they may assist the team in the preparation of costumes on a day-to-day basis, or they might be asked to collect garments and supplies, clean and iron, or carry out returns for the department.

The role is an introduction to the department and, as such, should expose the trainee to as many jobs within the department as possible working under supervision.

### Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale/ budget band / genre of the production.

#### **1. Assist the department with set-up and prep for the shoot**

- Become familiar with information about the period and location of the production
- Check hires and purchases against order descriptions and receipts. Report missing, damaged or dirty items. Take photos of all hires and purchases before the items are used.
- Assist with a labelling system, such as colour coding, for hire costumes when more than one supplier is to be used
- Under supervision, ensure agreed repairs, improvements, cleaning or alterations are carried out

#### **2. Assist with costume fittings**

- Help set up the fitting room, checking necessary equipment is in the fitting rooms. Equipment may include measurement sheet, alterations book, pins, tape measure, scissors, quick unpick tool, camera, shoe horn, inner soles, labels and rail
- Ensure the fitting room is clean and tidy before each new fitting
- Help prepare costumes for the fitting process
- Understanding the importance of fitting room etiquette and procedures
- Take notes if requested
- Assist with post-fitting labelling for workrooms or alterations

#### **3. Assist the on-set crew with dressing**

- Assist the truck or shoot supervisor and costume standby with setting up dressing rooms
- Assist standbys with principal and background artists with dressing and undressing
- Develop and maintain a professional working relationship with performers that demonstrates discretion and sensitivity, following dressing room etiquette
- Become familiar with the concept of continuity
- Follow on-set etiquette and understand the delicacy of stepping into a performer's space, on or off set.
- Assemble an effective working kit
- Assist the set crew with clothing and accessories for performers, such as warm coats and boots
- Observe the costume continuity, liaising with the standby over any issues
- Assist with crowd costume distribution, such as, coding, logging and collection of costume and accessories
- Assist with keeping complete, up-to-date, accurate and accessible records of costume continuity details for SAs

#### **4. Assist the off-set crew**

- Learn to read care labels to help assess and select the appropriate cleaning products, and follow the correct or preferred way of ironing or steaming a garment
- Take direction from the key or truck supervisor about cleaning methods when cleaning and pressing garments
- Under supervision and following care instructions, clean and polish footwear and accessories
- Follow COSHH (control of substances hazardous to health) regulations when using cleaning and pressing products
- Select and use different pressing accessories and aids, such as sleeve boards, pads, and spray starch
- Confirm with a member of the team where each garment or accessory should be returned
- Assist with the labelling and storing of costumes
- Assist with office administration tasks as directed by the supervisor or coordinator
- Help as required in the workroom and / or workshops as the scale of production allows

#### **Role Specific Skills:**

- Sewing skills: a trainee should be able to machine stitch and hand sew

#### **Other / Transferable Skills:**

- Communication: being polite, clear and open to communication and always asking questions. Listen and take notes
- Teamworking: collaboration within own and with other departments
- IT skills: using Microsoft Office packages and bespoke production software
- Organisation:

#### **Attributes:**

- Resilience and enthusiasm: adapt positively to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- Ethics and integrity: honest and principled in all of their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession
- Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment
- Professional development: develop and maintain an attitude to learning on every job and seek out networking opportunities