

### **Overview of Role**

Costume supervisors work with the costume designer to create a budget based on the designer's vision of the whole production gained from information obtained from script and schedule, which will also contain staffing costs. The costume supervisor will then aide with the crewing of the department, along with organising the setup of the department ensuring there is enough space to enable the department to function efficiently. Working to the costume designer's vision, they coordinate the work of the department, work out what clothes and accessories need to be made, hired or bought, what staff are needed and where. They also supervise all departmental tasks to ensure all work is done to schedule and budget. They manage the costume crew and the rates that are paid. The supervisor manages the budget on behalf of the designer and the department, handling all logistical requirements for a smooth run and ensures all financial matters are concluded. When filming is over, they supervise any cleaning and repairing of costumes and, on completion, oversee the packing and listing of both principal and crowd costume.

### **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. Pre-production**

- Create a costume breakdown in collaboration with costume designer (CD) and assistant costume designer (ACD) that confirms the number of costumes required, the date and time required, and impact on the budget
- With the designer, present and negotiate the costume labour budget with the unit production manager (UPM) and line producer
- List how many speaking parts and how many supporting artists and cross-reference with the first assistant director's (1<sup>st</sup> AD) schedule
- Assess the scale and type of production and its overall visual style for impact on budget
- Create a comprehensive and easily readable budget in digital format to hand to UPM, production manager (PM) and financial controller
- Confirm with accounts the code allocations for budget tracking
- Collect and collate information about the period or genre of the production from the design team to share with other members of the department
- Assess the creative and technical requirements needed to produce the costumes the designer has illustrated with the CD
- Plan the costume design making process to fit in with the schedule demands, and inform workroom and outworkers of completion dates
- Identify any special effects required with SFX team, and assess the affect they may have upon the costumes designed by the designer. If required, plan how to move forward in a collaborative manner
- Be aware of how the story and timeline will affect the look of each character
- Estimate the cost and timescale of the costume manufacture
- Identify suppliers who have the specialist and technical skills to fulfil the design project
- Agree delivery dates that meet the production schedule

- Provide suppliers with accurate and complete specifications for each item required in collaboration with design team
- Request samples of potential costumes and materials
- Schedule purchase or hiring time to ensure production schedules are met
- Agree the terms, conditions and documentation for the supply and return of costumes, materials or accessories with the suppliers
- Record details of selected costumes, materials or accessories to ensure that costume bibles are kept up to date with relevant information for picture wrap handover
- Arrange the receipt of costumes and a suitable storage area
- Oversee the checking in of costumes against order descriptions and report discrepancies
- Identify and report lost or damaged goods to the production
- Return unwanted, unused items to minimise loss to the production
- Ensure there is an area within the department that is allocated to returns with clear date return marking so that no items expire their return date
- Produce and process complete and legible documents for the receipt and return of items
- Analyse and resolve problems related to costume resources, availability, quantity, or quality
- Ensure that any item with a logo or distinctive marking is put through clearance
- Any graphics or printed design must also be put through clearance with records of their origination and / or inspirational origin
- Keep a log of items, prints and graphics that have been approved by “clearance”

## **2. Set up and organise the costume department**

- Review the costume breakdown and identify resources required to store, distribute and maintain, manufacture, and breakdown the costumes
- Identify and assess the space available, considering security, confidentiality and risk issues
- Identify and recruit costume personnel with the required skills within budget
- Consult with costume designer and line producer to negotiate costume staff terms and conditions
- Working within the budget constraints, identify and source the equipment, materials and tools required
- Assemble, position and install equipment within the chosen work area considering obstacles, hazards and safety conditions to create a safe working environment
- Identify the department’s running and maintenance costs, ensuring sufficient budget for maintenance and wardrobe supplies
- Create and confirm all required costume storage for day-to-day running of the production
- Ensure adequate security measures and the required insurance policies are in place

## **3. Conduct costume fittings**

- Oversee the preparation of costumes for the fitting process
- Ensure that the department has sufficient fitting space for principals and crowd
- Check into fittings to ensure all involved are happy and have everything they need
- If minors are being fitted, ensure a chaperone is always present in the fitting room
- If required, carry out the fitting, either with, or in the absence of CD and ACD in accordance with fitting room etiquette and procedures
- Communicate with the performers in a polite, sensitive and professional manner

- Working alongside the CD and ACD, assess requirements and recognise faults in garments make, fit, and finish
- Take and record accurate measurements and keep a digital copy to send to other departments
- Assess and estimate additional fabric and material requirements
- Consider costume rigging and special effects when fitting
- Confirm and communicate alterations required and the timescale to the person(s) carrying out the alteration work
- Establish a labelling system, ensuring all the team are aware of the meaning of any codes and shorthand
- Ensure multi costumes, special effect and make-up requirements are considered whilst fitting costumes
- Organise the logistics of getting costumes from location to location, fitting, dressing locations and kit needed for this process

#### **4. Oversee the preparation of costumes for production**

- Clarify and agree the costume requirements and production schedule with those involved
- Coordinate costumes in line with the production schedule, scene order, or call sheet
- Liaise with production immediately when costumes are not available or in an unacceptable condition
- Oversee the labelling of costumes and costume access to minimise dressing time, activity and confusion
- Oversee the repair and maintenance of all costumes ensuring they are in good condition for shooting
- Ensure items to assist the dressing, mending and general care of costume are available
- Ensure costumes are stored safely and securely and advise performers of any irregularities

#### **5. Oversee costumes on set**

- Check and confirm the production requirements including the running order, call sheets and schedule
- Locate costumes and ensure they are correctly placed for easy access for the performers
- Identify the location, expected weather and appropriate workwear, such as waterproofs, keep-warms, hot water bottles
- Follow on-set etiquette including rules on the use of mobile phones or other modes of communication
- Ensure there is a convenient area dedicated to costume changes for all requirement groups
- Assist with dressing performers and advise on how to put on and wear costumes
- Monitor the costumes for damage and, if possible, fix costumes discreetly when required
- Carry out or delegate last-minute alterations or repairs, and identify garments that require complex repairs or specialist treatment
- Liaise with other departments that may impact on costume, such as assistant directors, stunt, sound, hair and make-up

#### **6. Assist with dressing stunt doubles as required**

- Liaise with stunt action coordinators and identify specific stuntwear requirements
- Work with the stunt department to brief the performer on the required stuntwear

- Agree suitable ways of concealing stuntwear and accessories
- Ensure a member of costume is present during the application of rigging and SFX parts to aid and advise how to best conceal and ensure functionality
- Ensure costumes are the correct size for the double and are suitable to fit over stuntwear
- Check that the costume replicates the original in detail and amend if required
- Assist the performer to dress and undress
- Ensure performers are comfortable and flexible within costume and ensure stuntwear is safe and fitted correctly
- Verify the number of costume changes required by the performer
- Identify and resolve costume and stuntwear difficulties
- Prepare for costumes changes considering the performance schedule and the time available for performers to change, negotiate extra changing time where necessary
- Report missing items promptly
- Ensure that costumes are stored correctly and protected during breaks in production

#### **7. Oversee the costume department**

- Ensure maintenance and servicing of costumes is carried out in line with stated costume service requirements
- Ensure cleaning and pressing of costumes is carried out in line with the production schedule
- Ensure distressing or aging of costumes is carried out in line with the brief, by either a skilled member of the team, or a specialist outworker
- Ensure dyeing and printing of fabrics for costumes is carried out in line with the brief, by either a skilled member of the team, or a specialist outworker
- Ensure embellishment or customisation of garments and accessories is carried out in line with the brief, by either a skilled member of the team, or a specialist outworker
- Ensure storage and security levels are in line with insurance policy requirements
- Ensure all duties are carried out by a skilled member of the team for specialist work on larger productions with workshops of varying types
- Ensure that COSH (control of substances hazardous to health) and health and safety procedure are adhered to and the use of PPE (personal protective equipment) is monitored
- Ensure risk assessments for the whole department are produced and all staff have signed to acknowledge that have read

#### **8. Oversee the standbys to maintain costume continuity**

- Set up, communicate and maintain the continuity recording process
- Review the production script, schedule, design brief and costume breakdown to develop a costume continuity plan addressing script changes and their effect as they happen
- Approve times for performers to dress at commencement of each shooting day
- Confirm required changes to costumes as a result of unscripted events during shooting
- Brief staff on the production, on-set etiquette and continuity processes ensuring they are versed in using continuity software
- Check that the standbys are monitoring continuity on set throughout the production, ensure that continuity information is gathered promptly and without intrusion
- Confirm that continuity details are from reliable sources when not present at a take

- Check and approve completed costume continuity records to hand to production on wrap
- Ensure all assets are logged and inform production of their whereabouts in a comprehensive list

### **Role Specific Skills:**

- Oversight of the whole department and the day-to-day requirements of crew members both from within the department, and those who you will liaise with from all other relevant departments, such as ADs, hair and make-up, sound, stunts, props, VFX and SFX
- Script breakdown and communication of costume requirements
- Budget and resource management

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

- Communication: interpreting other's requirements and communicating the costume department's requirements clearly to cast, crew and colleagues
- Teamworking: collaboration within own and with other departments such as hair and make-up and Props
- Problem-solving: contingency planning and resolving issues with supplies and changes so that production remains on schedule
- Leadership and management: lead the costume team, uphold ethics and maintain respect when dealing with others. Support and encourage junior members of the team

### **Attributes:**

- Resilience and enthusiasm: maintains a calm persona and adapts 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