

Overview

This standard is about your ability to select and hire costumes from a supplier or stock room for a production and return the costumes after the production.

This may involve lending and returning costumes, inspecting and reporting damage, dealing with missing items, storing costumes appropriately and managing budgets and cost implications.

This standard may be applicable to costume or wardrobe supervisors, costume managers and costume assistants.

Performance criteria

You must be able to:

1. interpret the costume breakdown and production requirements
2. confirm budget constraints and manage the budget accordingly
3. work in collaboration with the supplier to identify and select the costumes required
4. identify technology to be used within the production that may impact on costumes
5. confirm the timescale and timetable in relation to costume requirements
6. review and agree the suppliers terms and conditions
7. finalise costume selection and make the required payments
8. follow the booking out process confirming numbers, sizes and delivery and return details
9. take receipt of costume delivery and check against agreed requirements
10. inspect costumes and report missing, damaged or dirty items
11. ensure agreed repairs, improvements, cleaning or alterations are carried out
12. oversee costume use and communicate potential damage fines and other financial implications to relevant staff
13. store costumes in appropriate conditions
14. ensure costumes are labeled, packed and in a suitable condition for return
15. return items within the required timescale or negotiate and agree revised timescales
16. review and deal with any proposed breach of terms and conditions
17. communicate clearly with production staff and other relevant departments or individuals
18. follow health and safety legislation and guidelines at all times

Knowledge and understanding

You need to know and understand:

1. supplier terms and conditions
2. cost of costume hire, including damage / repair costs, fines and other financial implications
3. budget management
4. production requirements, timescales and costume break downs
5. the booking in / out process and requirements
6. packing, labeling and returning costumes
7. records and documentation
8. agree action where costumes have not been delivered / returned or have been damaged
9. basic sewing and alteration tasks
10. costume laundering/cleaning processes
11. suitable storage conditions
12. communication protocol with clients and colleagues
13. statutory responsibilities under health, safety and environmental legislation and regulations

SKSQ6



Hire and return costumes

Developed by ScreenSkills

Version Number 3

Date Approved 30 Mar 2021

Indicative Review Date 30 Mar 2026

Validity Current

Status Original

Originating Organisation ScreenSkills

Original URN SKSQ16

Relevant Occupations Arts, Media and Publishing, Associate Professionals and Technical Occupations, Crafts, Creative Arts and Design, Media and Communication, Performing Arts

Suite Costume for Film, TV and Theatre Productions

Keywords costume; wardrobe; returns; process; organise; monitoring; inspecting; reporting; damage; condition; storage; cost; implications
