

Overview

This standard is about your ability to receive and progress orders for costumes within a costume house or internal stock room.

This may involve selecting costumes and accessories to fulfil orders, booking costumes in and out, planning orders and keeping records, using available stock effectively and labeling and packing the costumes.

This standard may be applicable to costume stock room managers, costume assistants or stock room staff.

Performance criteria

You must be able to:

1. work in collaboration with the costume designer, supervisor or production team to identify the costumes required
2. identify technology to be used within the production that may impact on costumes
3. plan and confirm budgets and timescales in relation to costume requirements
4. select and assemble costumes and accessories suitable to fulfill the order requirements
5. confirm that costumes and accessories assembled meet the order requirements
6. identify and record required repairs, improvements or alterations
7. identify requirements in relation to multiples of the same costumes
8. confirm costs related to costume hire, including damage, repair costs and fines
9. assess and record the condition of costumes and accessories before they are booked out
10. follow terms and conditions when dispatching or receiving goods
11. record, label and pack costumes for book out and dispatch
12. receive returned items and check returns against records
13. correctly position and apply Kimble tagging securely where required
14. examine returned costumes for damage
15. take agreed action when items are returned damaged
16. label costumes with the relevant details and submit them for repair
17. identify, categories and organise items to be cleaned
18. check returned, repaired and cleaned costumes are in a suitable condition for storage
19. store returned costumes in the allocated area
20. follow confidentiality rules and requirements
21. communicate clearly at all times with colleagues and clients
22. follow health and safety rules and regulations at all times

Knowledge and understanding

You need to know and understand:

1. costume styles and overall looks across genres and historical periods 2. design brief and production requirements 3. the range of costume in stock 4. timescales and timetables in relation to costume requirements 5. the impact of technology used within film and TV production on costumes 6. how to assemble costumes for an order 7. costume booking systems 8. costume order processing and required records 9. terms and conditions in relation to the hiring and return of costumes 10. costume maintenance processes 11. Information required on labels and secure packing procedures 12. cost awareness, including the cost related to damage, repair costs and fines 13. the confidentiality rules and requirements 14. the communication protocol with client, production staff and colleagues 15. statutory responsibilities under health, safety and environmental legislation and regulations

Receive and progress costume orders

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