

Set up and organise a costume department

Overview

This standard is about your ability to plan, set up and organise a costume department linked to a production.

This may involve recruiting department members, liaising with other departments, assessing available workspace and sourcing and setting up equipment

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

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Performance criteria

You must be able to:

1. confirm the costume requirements, production schedule and budget
2. review the costume breakdown and identify resources required to store, distribute and maintain costumes
3. identify and assess the space available considering security, confidentiality and risk issues
4. identify and recruit costume personnel with the required skills within budget
5. consult with the designer and production staff and negotiate costume staff terms and conditions
6. ensure the costume personnel are fully trained
7. identify and source the equipment and tools required within the budget restraints
8. identify and source the fabrics and materials required within the budget restraints
9. organise the delivery of resources
10. assemble, position and install equipment within the chosen area considering
11. obstacles, hazards and safety conditions
12. create a safe, functional and secure working environment
13. identify the departments running and maintenance costs
14. create and confirm the costume storage
15. create and formalise a return process
16. ensure adequate security measures are in place
17. ensure the required insurance policies are in place
18. communicate clearly with production staff and other relevant departments or individual
19. ensure health, safety and environmental legislation and guidelines are in place and followed at all times

Knowledge and understanding

You need to know and understand:

1. the requirements of the production and schedule
2. the production budget and timescales at your disposal
3. how to identify the crewing and skills requirements
4. how to select and recruit members of the costume department
5. how to effectively negotiate terms and conditions
6. the roles, responsibilities and tasks required of the costume department
7. equipment required to complete tasks in the costume department, such as tagging guns, scissors, racks and pressing equipment and how to use them safely
8. facilities required within a costume department e.g. running water, electricity
9. required security measures
10. department maintenance and running cost
11. the cost implications involved in the loss or damage of items
12. adequate insurance arrangements
13. efficient costume booking, borrowing and returning processes
14. legislative and regulatory requirements applicable to handling and storing hazardous materials
15. the communication protocol with production staff and other relevant departments or individual
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statutory responsibilities under health, safety and environmental legislation and regulations

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