

Wardrobe Crew

As a member of the Wardrobe Crew for a production, you will be a crucial and integral part of the production team during tech and performance. This sheet is intended to help you understand the typical duties of the position – it is not intended to be comprehensive, and the Costume Shop Supervisor, Costume Designer, or Director of Production may have other specific assignments for you.

Members of the Wardrobe Crew help the actors get into costume for technical rehearsals (“tech”) and performances, and keep track of and maintain costumes when they are not being worn.

Duties specific to the Wardrobe Crew include:

- Arriving on time for each tech and performance call and signing in on arrival
- Assisting actors with their costumes, hair, and makeup before and during tech rehearsals and performances;
- Placing (“pre-setting”) or checking the onstage or backstage preset locations of costume pieces as needed before each tech or performance;
- Upkeep, repair, cleaning, and running of all costumes during the run;
- Assisting with quick changes or other backstage duties as assigned;
- Tidying dressing rooms and collecting costume items from backstage as needed after tech or performance;
- During strike, cleaning, sorting, and returning costumes and cleaning dressing rooms as directed by the Costume Shop Supervisor.

Wardrobe crew should dress in comfortable clothing and shoes suitable to active work, and wear black or dark clothes on performance dates.

In some cases crew members will be equipped with a wireless headset during techs and performances; if you are assigned a headset please review the “Headset Etiquette” sheet.

You may bring homework or reading material for tech, as there may be significant stretches of downtime. Laptops will be permitted backstage and in the dressing rooms during Friday and Saturday techs as long as they don't interfere with the operation of the show or the changeover.

Wardrobe Crew members report to the Costume Shop Supervisor and are registered under THTR UN2424 Practicum Wardrobe & Run Crew.

Each Production Practicum is a graded course. Students are evaluated at the end of the semester by the staff and faculty, who consider the student’s promptness, preparedness for work, execution, initiative, and follow-through. Lateness to any rehearsal or work call has the potential to impact the final grade.