

Barnard College Department of Theatre
Production Crew Job Descriptions

Wardrobe Crew

As a member of the run crew for a production, you are an important and integral part of the production team. It is crucial to the success of the rehearsal and performance process that you conscientiously fulfill your responsibilities. This sheet is intended to help you understand your duties during the rehearsal and performance process – it is not intended to be comprehensive, and the Costume Shop Supervisor, Wardrobe Head, or Production Manager may have other specific assignments for you.

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:

- Assisting actors with their costumes, hair, and makeup before and during tech rehearsals and performances;
- Upkeep, repair, cleaning, and running of all costumes during the run;
- Assisting with quick changes or other backstage duties as assigned;
- During strike, cleaning, sorting, and returning costumes as directed by the costume shop supervisor.

Wardrobe crew should dress in black clothes suitable to active work, including black shoes whenever possible – no high heels, please.

Upon arrival for tech or performance check in with the wardrobe head; except on announced breaks, do not leave the dressing room or backstage area without letting the wardrobe head know. After tech rehearsals, do not leave the theatre before checking in with the costume shop supervisor.

Wardrobe crew members do not typically use the headset system but please review the “Headset Etiquette” sheet just in case.

Please bring homework or reading material for tech, as there will be significant stretches of downtime. Laptops will be permitted backstage 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 costume shop supervisor Kara Feely, kfeely@barnard.edu, and are registered under her section of THTR V 3172 Rehearsal and Performance.

Rehearsal and Performance is a graded course. Each student is evaluated at the end of the semester by a committee of 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.