Overview of Responsibilities:

Your primary duties will be assisting the actors backstage with quick changes, and maintaining the costumes with any repairs/laundry needed during the run of the show. At the first Dress Rehearsal, you will review the costumes with the designer/shop manager. Introduce yourself as the backstage dresser to the cast and stage manager. Your attendance is required at ALL Dress Rehearsals and Performances, unless prior arrangements are made to cover your shifts. Confirm the call times for each night with the Stage Manager.

Quick Changes:

Confirm with the Costume Designer /Shop Manager which actors you will be assisting with quick changes.

Determine the timing and location of the quick change. Choreograph the process with the actor. Look the actors over to ensure that they are presentable before they step onto the stage; there should not be threads or lint hanging from the costumes. Confirm that all fasteners are closed appropriately, and accessories, wigs, etc. are placed correctly.

Laundry and Maintenance During Show Run:

Gather all laundry into two baskets: whites and colors. Wash items after each show, or as directed by the costume shop manager. Make arrangements with the shop manager to come in during regular shop hours to take care of the laundry if necessary.

Leave the costume shop open and iron on for use during rehearsals and performances. Turn off the iron and vacuum table at the end of each night before closing the shop. Rinse out makeup sponges, brushes, and plastic makeup sponge containers each night after the show. Refill plastic containers each night before the show.

Post a repair/stain request list next to the dressing rooms for the actors to fill out. Check the repair list at the beginning and end of each night, and repair items as needed with the shop equipment. If there is a costume repair or stain that you are unable to handle, email or call the shop manager ASAP to communicate the issues in time before the next show.

If costumes are left strewn around the dressing rooms, ask the actors to hang them up neatly at the end of each show. Dressing rooms should be in order by end of each night. When closing the shop, confirm that the back door is locked, and all windows are closed and latched.

Strike:

Gather all costume items at the end of the show run: clothing, shoes, makeup, wigs, accessories (purses, ties, etc.) into the largest dressing room. Use laundry baskets and/or large black garbage bags to separate items:
1. Whites to be washed
2. Colors to be washed
3. Dry cleaning (suits, ties, sweaters, fragile dresses, leather clothing items, etc.)
4. Shoes, hats, purses, belts, suspenders, etc.
5. Hangers, Name cards, Ditty Bags & Sewing Kit
6. Wigs, Hair Accessories & Makeup bins, makeup wipes, etc.

Remove the tape on all ditty bags and name cards. Empty water from makeup sponge containers. Wipe down the tables with a towel & cleaning solution. Confirm that there are no items left lying behind in dressing room corners or backstage. Ask the shop manager whether to leave all baskets placed neatly in dressing room #3, or in the costume shop. If you were assigned keys to the costume shop, please make arrangements with the shop manager for their return.

COSTUME SHOP MANAGER CONTACT INFO:
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