



NYU-TSOA-UG DRAMA – Production & Design Studio

GUIDELINES FOR ASSISTANT COSTUME DESIGNER



Time Commitment

When you agree to become an assistant designer for an Undergraduate Drama StageWorks Production you will be expected to work an average of ten to twenty hours per week during the design and construction periods. During the Tech/Dress period your time commitment may be higher. You will be expected to attend the weekly Production Meetings.

Duties

It is important that you read the play prior to beginning the duties listed below. Likewise it is VERY important that you communicate your goals and expectations for growth with your designer.

Design Period

During the design period you can expect to help with the following:

- Research
- Collect swatches and purchase materials
- Work on the presentation
- Assemble the Costume Bible
- Attend measurement sessions to help out or just to learn how

Construction Period

During the construction period you can expect to help with the following:

- Check in with the shop every day (phone or drop by) to see what designer needs for the next day
- Foot work—hunt down sources, suppliers, vendors
- Construct items or work on special projects
- Shop or visit rental houses (may need to carry bags back)
- Attend fittings when possible

Tech/Dress Period

During the tech/dress period you can expect to help with the following:

- Attend rehearsals with designer
- Attend rehearsals in the absence of designer
- Take notes
- Assist in note calls

Post-Show

After opening you can expect to help out in the following areas:

- Assist with strike- sort clothing, take to dry cleaner
- Assist with the returns to rental houses

Please keep in mind, every show and designer is different. How you accomplish duties will vary as well as your responsibilities.