

RED MASQUERS

DUQUESNE THEATER ARTS

COSTUMES

Chair Duties:

- Must have the ability to sew (for altering, mending, and hemming costumes), and a general knowledge of sizing and fitting
- Select designers for all shows
 - Must have the ability to design
 - Train all designers
- Attend all production meetings
- Review rehearsal/performance reports
- Designating costume runners if needed
 - Fulfilling costume runner duties if none can be allocated
- Maintaining all costumes through washing, drying, ironing, steaming, repairing, restoring (if altered significantly)
- Continual upkeep of the costume shop through cleaning, reorganizing, and clear labeling
- Facilitating the returning of costumes to the shop or rental facility after productions
- Maintaining a system to track costumes borrowed from the Red Masquers

Assistant Duties:

- Attend any and all crews during which the costume shop will be cleaned or otherwise reorganized
- Must have beginning skills of sewing
- Must be able to design for all shows
- Be willing to fulfill costume runner duties as a replacement
- Attend all production meetings in place of or in addition to the chair as directed
- Assistant in maintaining costumes through washing, drying, ironing, steaming, repairing, restoring (if altered significantly)
- Assist in the upkeep of the costume shop