



Policy Type: Governance

Created: 02/01/2011

Policy Title: Wardrobe Coordinator Duties

Revised: 05/18/2021

This Coordinator Position reports to the Executive Producer.

Wardrobe

- Ensures all costumes are returned and cleaned after each production.
- Maintain an inventory of all costumes and supplies
- Maintain the Costume Room, in a safe and clean manner.
- Ensure equipment is in working order.
- Ensure volunteers are properly informed in the safe use of equipment.
- Ensure no individuals under the age of 18 use sewing machines, sergers, irons or steamers, unless they are properly trained in the safe use of this equipment, and we have received parental permission.
- Facilitate rental of costumes.

Productions

If requested by the production:

- Coordinate with Director and Costume Designer on supplies and in-stock costumes.
- Assist in renting or borrowing costumes.
- Attend load-in and strike.