



BarnArts Center for the Arts  
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*Building Community Through Art*

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# *Once Upon a Mattress* Costume Designer

## Job Description

**Location:** Barnard, VT. Rehearsals will typically be located in Barnard at one of three locations.

**Performance Dates:** Nov 6, 7, 8, 12, 13, 14, 15

**Performance Location:** Barnard Town Hall

**Job Dates:** early Sept thru production dates, plus any early production meetings and auditions in July. Remote early meetings are possible.

**Hours:** Costume designers primarily work on their own schedule, but they are expected to begin work when rehearsals start and attend rehearsals with enough frequency to understand the play's actions and connect regularly with the actors and Director regarding the progress of costumes. Rehearsals are two evenings during the week and one weekend afternoon to start. Attendance at dress rehearsals and performances is mandatory.

## General expectations

The *Once Upon a Mattress* production team works together to create a positive artistic experience for the cast, crew, and audience. Each member of the team is a valuable part of this process and are expected to make choices that best serve the production, leading rehearsals & focused meetings with actors while also supporting each other. Leadership, preparedness and professionalism are required by all team members, leading to a production-wide atmosphere of inclusivity, kindness, and respect.

Each member of the production team is expected to attend all meetings, rehearsals, and other events to which they have been called by the Director, including auditions, performances, and strike. Each member of the production team is expected to meet any relevant deadlines laid down in the production schedule, which is drafted by the Director/Producer. They are also expected to provide regular status updates on any deliverables, especially, but not exclusively, if work is not proceeding on schedule. All deliverables should take into consideration the comfort and safety of the performers.

The Director's vision for the production provides a framework for the Costume Designer's pre-planning work. During the rehearsal period, the Costume Designer partners with the Director and the Choreographer to ensure a successful realization of creative ideas. The Costume Designer will plan costumes to support and enhance movements on stage, sharing ideas clearly with the Director and Choreographer. In due turn, the Costume Designer will be consulted on any ongoing ideas or decisions pertaining to costumes or props made by the Director and/or Choreographer, and also be adequately informed of any set design features that affect actors movements and safety in costumes etc. by the Director and/or Set Designer. The Choreographer may offer input on costumes related to dance numbers.

The relationship between the Director, Choreographer and Costumer is a partnership and respect and communication are keys to success. Any conflicts within the production team or cast should be discussed ASAP.

BarnArts general guideline for costumes centers around maximizing available resources. BarnArts has a worthy stock of existing costumes and materials that can be altered and should be utilized. We also have friendly borrowing relationships with many local theater groups. In many cases, actors may contribute portions of their own costumes (ex. shoes they already own), and the costumer should welcome the additions but are free to set deadlines for actor contribution suggestions.

Designing some or all props is a negotiable part of the Costumer's job, and the commitment will be worked out clearly with the Director/Producer and Assistant Producer ahead of time.

## Specific tasks

### Preliminary work

Prior to submitting any designs, the costume designer is expected to do the following:

- Read the script; the Director/Producer can provide a digital script anytime and a printed copy at the first team meeting.
- Confer with the Director/Producer about their vision and the financial and functional needs for the costumes and props
  - *Once Upon a Mattress* Costume & Prop Budget: \$800
- Prop design for each production is handled by a team, which may include the Costume Designer, Director, Stage Manager, Set Designer & Master Carpenter. Who will do what should be discussed early in the production process, and the Costume Designer has ultimate control over props directly connected to the costumes.
- Accurately document (including pictures) what and where each costume was borrowed from outside of BarnArts. Share a costume borrowing folder/sheet with the loaning company.

### Deliverables

- Create a unifying vision for all costumes in the production.
- Complete designs for everything to be worn during the show. These might include detailed patterns for any costumes to be made from scratch, plans to adapt items in our costume closet, and/or shopping list for particular costume pieces.
  - Designs must be approved by the director/producer before any purchases are made or work goes into executing the designs.
- Complete costumes for every character and scene in the show, including footwear, accessories, and specialty undergarments, if required. This includes early measuring and documenting each actor for proper sizing.
- Accurately document spending in one Costume & Props sheet document for the entire Production Team. The Producer will provide reimbursement payment the last weekend of shows, although earlier repayment is possible on request.

### Duties during the rehearsal process

- Take responsibility for ensuring that all costume elements are available for the actors to use in a timely manner (defined in the production schedule).
  - This includes communicating to the cast specifications of what actors may provide themselves, and setting deadlines for getting the items approved, present and ready to be used.

- Take responsibility for any alterations or tailoring that are necessary to ensure that the costumes fit the actors reasonably comfortably, and above all, safely (i.e. not so long that people are at risk of tripping).

**Duties during tech week and performance run**

- Pre-set costumes as needed before and during a show and take responsibility for the costumes between rehearsals/performances (unless arranged otherwise and approved by the Producer/Director).
- Provide the cast with any necessary dressing assistance.
- Provide any necessary laundering of the costumes.

**Duties during and after strike**

- Responsible, with assistance, for gathering all items during strike and sorting into destinations.
- By the end of strike, all items should be returned to cast/crew owners, restocked at the church or in bins/bags to be washed/returned by the Costume Designer.
- Fully restocking includes for any BarnArts-owned items:
  - Hanging items in racks with similar items or placing neatly in appropriate bins/locations
  - Making sure costume area is neat and well organized for next play with bins firmly closed
- Document all returns to the Director/Producer

**Job Type:** Short term contract

**Pay:** \$800-1000 depending on experience level

**Education:** Flexible

**Experience:** An ideal candidate will be well organized, community minded and motivated, and have some experience with musical theater and costuming.

**Work Location:** Remote + Barnard, Vermont

**How to apply:** Interested candidates should submit a cover letter and resume to Executive Director Linda Treash through email [info@barnarts.org](mailto:info@barnarts.org). Position will be open until filled.

**BarnArts is an equal opportunity employer.** We celebrate diversity and actively work to create an inclusive environment for all employees and participants in our programs. We do not discriminate based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, or age.