



BarnArts Center for the Arts  
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*Building Community Through Art*

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# BarnArts Summer Youth Theater

## *The SpongeBob Musical* Costume & Prop Designer

### Job Description

**Location:** Barnard Academy July 19-Aug 4, Barnard Town Hall Aug 5-9

**Job Dates:** July 19-Aug 9 plus planning and production meetings (including an in-person meeting and prep day on July 19.)

**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, director & producer regarding costuming and prop progress. The Costume & Prop Designer will have a room on site at Barnard Academy for creating costumes and props, storing items and meeting with the cast to try on items. Attendance at dress rehearsals (during the day Aug 6 & 7) and performances (evening of Aug 7 & 8 and day of Aug 8 & 9) is mandatory.

### General expectations

The SYT production team works together to create a positive artistic experience for the cast, crew, and audience. The key leadership team is the trio of lead creatives - the Director, Music Director, Choreographer - and the Artistic Director/Producer. The Costume & Prop Designer works collaboratively with the leadership team. Each member of the SYT production team is a valuable part of this process and are expected to make choices that best serve the camp and production, support each other and aid in setting the tone for the entire camp and production. 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 and the Artistic Director/Producer. Team members 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).

## Specific tasks

### Preliminary work

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

- Read the script; the Producer will provide a copy of the script prior to the start of show.
- Confer with the Director & Producer about their vision and the financial and functional needs for the costumes and props
  - Spongebob Costume and Prop Budget: \$800
- SYT Prop Design is primarily in the hands of the Costume Designer, but some items may be created by the 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. SYT parents are also a good source of props and volunteers will regularly hunt for and create items.
- 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 as well as the Artistic Director/Producer..

### 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 and the Artistic 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.
- Measure and document each actor for proper sizing.
- Accurately document spending for Costumes & Props in one sheet for the entire Production Team. The Producer will provide reimbursement payment at the end of the production weekend, provided all expenses are cataloged. Earlier reimbursement is possible by request.

### Duties during SYT camp:

- Attend auditions the afternoon of Wednesday, July 22nd and be willing to offer input on casting, as requested by the key leadership team.
- 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 and families any specifics of what actors/families 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 dress rehearsals and the performances:**

- Pre-set costumes as needed before and during a run/show and take responsibility for the costumes between rehearsals/performances (unless arranged otherwise and approved by the producer and director).
- Provide the cast with any necessary dressing assistance.
- Support and lead parent volunteers assigned to costumes/props.
- Provide any necessary laundering of the costumes.

**Duties during and after strike:**

- Lead a Costume & Prop team during strike, who will gather all items and sort items into piles for cleaning, restocking, and returning to owners. 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.
- Clean and restock all items within a timely manner agreed on with the Artistic Director/Producer. This includes returning all borrowed items.
- 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 and well organized
- Document all returns to the Artistic Director/Producer.

**Job Type:** Short term contract

**Pay:** \$2-3k depending on experience level

**Education:** Flexible

**Experience:** An ideal candidate will be well organized and motivated and have some experience working with children. Familiarity with musical theater and costuming is a must.

**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.

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