

Terms of Reference for the Wardrobe Department

Owen Sound Little Theatre

Purpose:

The Wardrobe Department plays a crucial role in bringing characters to life and ensuring the visual coherence and authenticity of a production. This document outlines the responsibilities, scope of work, and expectations for the Wardrobe Department of Owen Sound Little Theatre.

- **Wardrobe Team Lead:** Oversees the entire wardrobe department, ensuring all aspects are running smoothly. Support the creation, maintenance, and management of costumes.

Objectives

1. **Character Realization:** To create costumes that enhance the storytelling by accurately representing characters.
2. **Period Accuracy:** Ensure costumes are historically accurate when necessary.
3. **Aesthetic Cohesion:** Maintain a consistent visual style that aligns with the director's vision.
4. **Practicality:** Ensure costumes are functional and comfortable for performers.

Scope of Work

1. **Costume Creation and Procurement:**
 - Source fabrics, accessories, and materials.
 - Construct, alter, or acquire costumes as needed.
 - Manage fittings with cast members to ensure proper fit and comfort.
2. **Budget Management:**
 - Work within the allocated budget.
 - Keep accurate records of expenditures.
 - Provide regular budget updates to the production manager.
3. **Costume Maintenance:**
 - Ensure all costumes are cleaned, repaired, and maintained throughout rehearsals and performances.
 - Implement a system for tracking and organizing costumes.
 - Log of repairs and alterations. Inventory of costumes pre- and post-production.
4. **Collaboration and Communication:**
 - Work closely with the director to align costume design with the overall vision.
 - Communicate regularly with cast members to address any costume-related issues or needs.
5. **Post-Production:**
 - Oversee the return or disposal of rented or borrowed costumes.

- Ensure all costumes are properly stored or archived.
- Conduct a final inventory and report on costume condition and any outstanding issues.

Conclusion

The Wardrobe Department is essential for the success of Owen Sound Little Theatre's productions, contributing significantly to the visual storytelling and overall audience experience. Adhering to these terms of reference ensures a structured, efficient, and creative process, ultimately enhancing the quality of the theatre's performances.