

# Costume Designer - Summer Camp

Hourly Wage - \$17.50

Number of Hours per Week - 35-40

Number of positions open - 2

Anticipated Start Date - June 20, 2022 - Aug. 26, 2022

Preferred Level of Education of the participant - No preference (including non-students, recent graduates, etc.)

## Tasks and Responsibilities

The Costume Designer will be in charge of putting together costuming requirements for every student in every role they play in each camp production. The children generally play 2-5 roles in our shows so this is a very important job.

**PRE-CAMP PREPARATION** training sessions will be required for this role before the start of camp to learn how our camp works. They will read the script and prepare a list that breaks down the costuming requirements as per the script for each character. They will then work with the artistic team leads (Director, Choreographer and Music Director) to learn about any specific requirements for any roles regarding costumes (does it need a pocket, do they need to be able to kick their leg up high etc.). Then the costume coordinator will visit our costume loft and pull items that can be pulled prior to the start of camp. This training process takes approximately 2 weeks.

Once the children are at camp, the Costume Coordinator Tasks include (but are not limited to):

- 1) measure the children (while wearing full PPE).
- 2) pulled further costumes from our costume loft suited to the size of the campers
- 3) create items using crafting skills (gluing, sewing etc.)
- 4) source items that can't be made and present items for approval to the Executive Director
- 5) follow a budget for expenses
- 6) organize each camper's costumes on a costume rack, labeling all items with each child's name on them.
- 7) create a spreadsheet (Google Doc) that will be filled in with a description of each costume per child.
- 8) sanitize/laundry each item using our in-house washer and dryer, or if the item is not able to go in that hot drier, it will be sanitized by spraying it with rubbing alcohol.
- 9) return all items to their proper/original location before the end of camp
- 10) lead children in theatrical games,

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- 12) instruct the children to write all notation for blocking into their script so they may practice at home.
- 13) Assist daily in leadership on supporting the staff by encouraging good focus and good manners among the campers.
- 14) participate in technical and dress rehearsals
- 15) assist with any production preparation as required
- 16) assist with all pre-show set up
- 17) participate in all live productions as backstage costume dresser
- 18) provide positive encouragement to the kids regarding their performance.
- 19) report to the Executive Director regarding any concerns that may arise.
- 20) assist with any required COVID screening process and ensure health & safety procedures(Covid) are a priority.
- 21) participate in daily morning staff meetings and end of day debriefs.
- 22) work at the "before care" and "after care" programs, helping with crafts, and other activities.
- 23) Cleaning duties will apply.
- 24) supervise park outings and outdoor activities
- 25) ensure that all children are making friends and feeling comfortable at camp.