



LICHFIELD PLAYERS COMMITTEE MEMBER ROLE



ROLE: WARDROBE CO-ORDINATOR

The Wardrobe Co-ordinator remains directly responsible to the Chairman and Committee of Lichfield Players and is the only person to agree to hire/purchase costumes if unable to be sought elsewhere first.

JOB DESCRIPTION:

1. Liaise with the Director with regards to the costume / wig requirements of each production. This task may be delegated to other members of the society, if required, for specific productions. Put together a team to assist with each Production if/when necessary
2. Obtain suitable costumes/ wigs from appropriate sources in order to provide the best
3. Take sizes and measurements of the cast. Possible costumes and the most reasonable price. Sources included
 - Cast members own clothing
 - Clothing borrowed from other Players
 - Items from Players Stores
 - Undertake any alterations
 - Costumes hired from amateur or professional collections
 - Clothing purchased eg Charity shops
 - Make Costumes
4. Be responsible for collection/ delivery and return of hired and borrowed items. Monitor those items provided by members of the cast for their own costumes and be the arbiter of the suitability of such additions
5. Be responsible for the cleaning /washing of costumes (although this may be undertaken by cast members if appropriate) Be responsible for the storage of the Players collection of costumes, wigs accessories
6. Update catalogue of Players collection. Record new items on catalogue when purchased or donated
7. Be responsible for maintenance and storage of collection. Making sure items are put back in the correct location
8. The Co-ordinator may loan out items for an agreed fee to other local societies reporting back to committee the details of what was loaned who to for how long and how much was charged
9. Complete loan agreement sheet. Fees to Treasurer
10. The Co-ordinator may sell items of costume to cast members for the cost of their purchase or making. The funds thus raised should be deducted from the wardrobe costs of the production for which the costume was purchased or raised
11. Liaise with Director before purchases are made to keep within the budget
12. Ensure that any appointed Wardrobe Assistant or person undertaking the role of Wardrobe for any play is aware of the duties and liaises with Committee -Wardrobe Co-ordinator to clear any costs involved

All elected committee members must maintain the interests of the society at heart and will be responsible for upholding and maintaining our reputation, internally to members and externally to the public