

Set up and dismantle a temporary costume area

Overview

This standard is about your ability to set up a dedicated costume area whilst filming on location, using the area throughout the production for costume work and dismantling the set up at the end of the production.

This may also involve assessing and selecting suitable area, creating a functional workspace, taking costume deliveries, and storing them appropriately and packing items for transfer.

This standard may be applicable to costume supervisors, costume and costume assistants,

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Performance criteria

You must be able to:

1. assess the production costume requirements and estimate facilities needed
2. assess areas available and select the most suitable, considering location, access and resources
3. consider security, confidentiality and risk issues
4. obtain permission to use the chosen work area
5. identify equipment and tools required to maintain costumes
6. work within the production budget
7. communicate the chosen area position to the production team
8. assemble and organise equipment within the chosen area considering obstacles, access, hazards and safety conditions
9. coordinate costume maintenance within the work area such as cleaning, repairing, ageing and distressing
10. manage and maintain the work area
11. organise suitable transit for costumes, tools and equipment
12. dismantle the work area and prepare tools, costumes and equipment for transport
13. follow the productions confidentiality rules
14. communicate clearly with production staff and other relevant departments or individual
15. follow health and safety legislation and guidelines at all times

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Knowledge and understanding

You need to know and understand:

1. the production requirements and schedule
2. the film set and scene locations
3. the budget and timescales at your disposal
4. the area / space available
5. security and confidentiality risks and how to keep them minimal
6. how to identify and liaise with other departments
7. the quantity and quality of costumes required where to obtain production information
8. the shooting order and timescale relating to costume requirements and dressing time
9. equipment needed to perform costume tasks
10. how to organise, locate, position and install equipment
11. travel preparation requirements for costumes and equipment
12. how to care for and maintain costumes
13. timings in relation to the dismantle of the work area
14. how and where to dispose of waste
15. how to source and arrange transit for equipment and costumes
16. the legislative and regulatory requirements applicable to handling and storing hazardous materials
17. the productions confidentiality rules
18. the communication protocol with production staff and other relevant departments or individual
19. statutory responsibilities under health, safety and environmental legislation and regulations

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