

Overview

This standard is about your ability to support and assist with continuity.

This may involve carrying out standby assistance with costumes whilst a shoot is taking place, following on-set etiquette, assembling a suitable working kit and helping to organise the costumes.

This standard may be applicable to costume supervisors, costume assistants, costume stand by, wardrobe assistants and costume makers.

Performance criteria

You must be able to:

1. check and confirm the production requirements including the running order, call sheets and schedule
2. locate costumes and ensure they are correctly placed for easy access for the performers
3. assemble an effective working kit
4. identify the location, expected weather and appropriate workwear such as waterproofs, keep-warms
5. assist with clothing and accessories for performers on standby
6. follow on-set etiquette including rules on the use of mobile phones or other modes of communication
7. ensure there is a convenient area dedicated to costume change
8. assist with dressing performers and advise on how to put on and wear costumes
9. liaise with other departments that may impact on costume such as hair & make up
10. position special effects, radio microphones discreetly and securely
11. observe costume detail and continuity and correct costumes where necessary
12. monitor the costumes for damage and if possible fix costumes discreetly when required
13. monitor the costume 'look' and adjust discreetly when required
14. carry out last-minute alterations and repairs and identify garments that require complex repairs or specialist treatment
15. manage and record distribution and collection of accessories
16. work as a team with other departments
17. follow the productions confidentiality rules
18. communicate effectively across production staff and other relevant departments or individuals
19. follow health, safety and environmental legislation, policies and guidelines

Assist with costumes on set

Knowledge and understanding

You need to know and understand:

1. the production schedule / sequence / running order / call sheets
2. the items required within an effective working kit
3. required etiquette when working on-set
4. how to position special effect, radio microphones
5. the impact of other departments on costume i.e. hair and make-up, stunt, sound
6. rules in relation to the use of mobile phones or other modes of communication
7. how to access weather forecasts when on location and choose appropriate
8. clothing and accessories for performers on standby
9. basic repair and alteration techniques
10. how to put on and wear costumes and how to communicate this to others
11. awareness of the consequences of interruptions during a shoot
12. the productions confidentially rules and clauses
13. production staff and departments involved and the communication protocol
14. statutory responsibilities under health, safety, COSHH and environmental legislation

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Suite	Costume for Film, TV and Theatre Productions
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