

THWT 336
NAME & NUMBER OF COURSE

SYNONYMOUS COURSES:

(a) replaces N/A
 (course #)

(b) cannot take N/A for further credit
 (course #)

SUPPLIES/MATERIALS:

Basic scholastic supplies.

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

Costume Studio Management by M.L. Baker.

OBJECTIVES:

- Learn the process of managing costumes for a Theatre or Film production
- Develop skills for handling trades and suppliers and negotiating loans and donations
- Develop appropriate personnel strategies for interviewing, evaluating and giving effective feedback
- Learn how to deal with conflict situations in the workplace
- Develop an awareness of labour management issues, looking specifically at unionized environments
- Learn good Set etiquette
- Practice and develop standards for ethical conduct
- Learn WHIMS regulations
- Develop an awareness of employment opportunities within the costume industry
- Learn effective strategies for gaining entry into the Theatre/Film costume industry

METHODS:

Lectures and seminars by trained professionals on topics covered.
Field trips to study set-ups at a variety of locations.
Role-playing, discussion groups and analysis of case studies.
Preparing of sample records and contracts.
Research of employee relations within the industry and the unions involved.
Problem-solving exercises.
Quizzes on procedure and contracts.

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STUDENT EVALUATION PROCEDURE:

(Subject to change)

Scheduling exercises	20%
Costume plots	30%
Labour relations paper	15%
WHIMS report	10%
Report on career planning	10%
Quizzes	15%

COURSE CONTENT**Managing the Wardrobe:**

Arranging training sessions for sewers and dressers
 Ordering supplies; arranging for maintenance of equipment
 Supervising construction and alterations of garments
 Organizing fitting sessions
 Supervising laundry and repair of costumes during a production
 Arranging for transportation of costumes to show location
 Setting up a dressing room on location
 Organizing the preparation of clothes for storage after a production
 Preparation of rental costumes for return
 Updating inventory
 Taking stock of supplies
 Working with sample data to develop good record-keeping and reporting skills
 Working with flow charts to prepare quotes, estimates and budgets
 Keeping track of inventory and rental agreements
 Maintaining inventory of resource tradespeople and suppliers

Public Relations:

Handling donations of costumes
 Dealing with the return of damaged costumes
 Handling requests for the loan of costumes
 Requesting and rejecting volunteer help

Personnel Strategies:

Interpersonal skills needed to develop and maintain industry contacts and suppliers
 Identifying, interviewing and selecting suitable candidates for wardrobe positions
 Providing effective feedback to employers, employees, and co-workers
 Study of labour management issues in a unionized environment
 Role-playing exercises to develop conflict management skills
 Study and apply "Set Etiquette"
 Study WHIMS regulations and other health and safety issues
 Explore codes of ethics and non-ethical issues in the workplace
 Survey of professional employment opportunities
 Preparing and presenting a portfolio
 Preparing resumes, cover letters, maintaining contacts and networking
 Interpreting and signing contracts

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COURSE CONTENT: (contd.)

What to expect during the performance:

- Transport all costumes to dressing rooms. Set up dressing rooms.
- Arrange for emergency repairs and minor laundering when necessary.
- Organize ongoing repair and cleaning of costumes in preparation for next performance.
- Keep clothes in order for quick changes and addition of items.
- Arrange for the return of all costumes to the costume shop at end of run.

Organizing the storage and maintenance of clothes:

- Laundering of each piece.
- Checking for tears and stubborn stains.
- Arrange for return of rental and borrowed costumes and accessories.
- Return basic items to stock.
- Add new items to inventory and update inventory list.