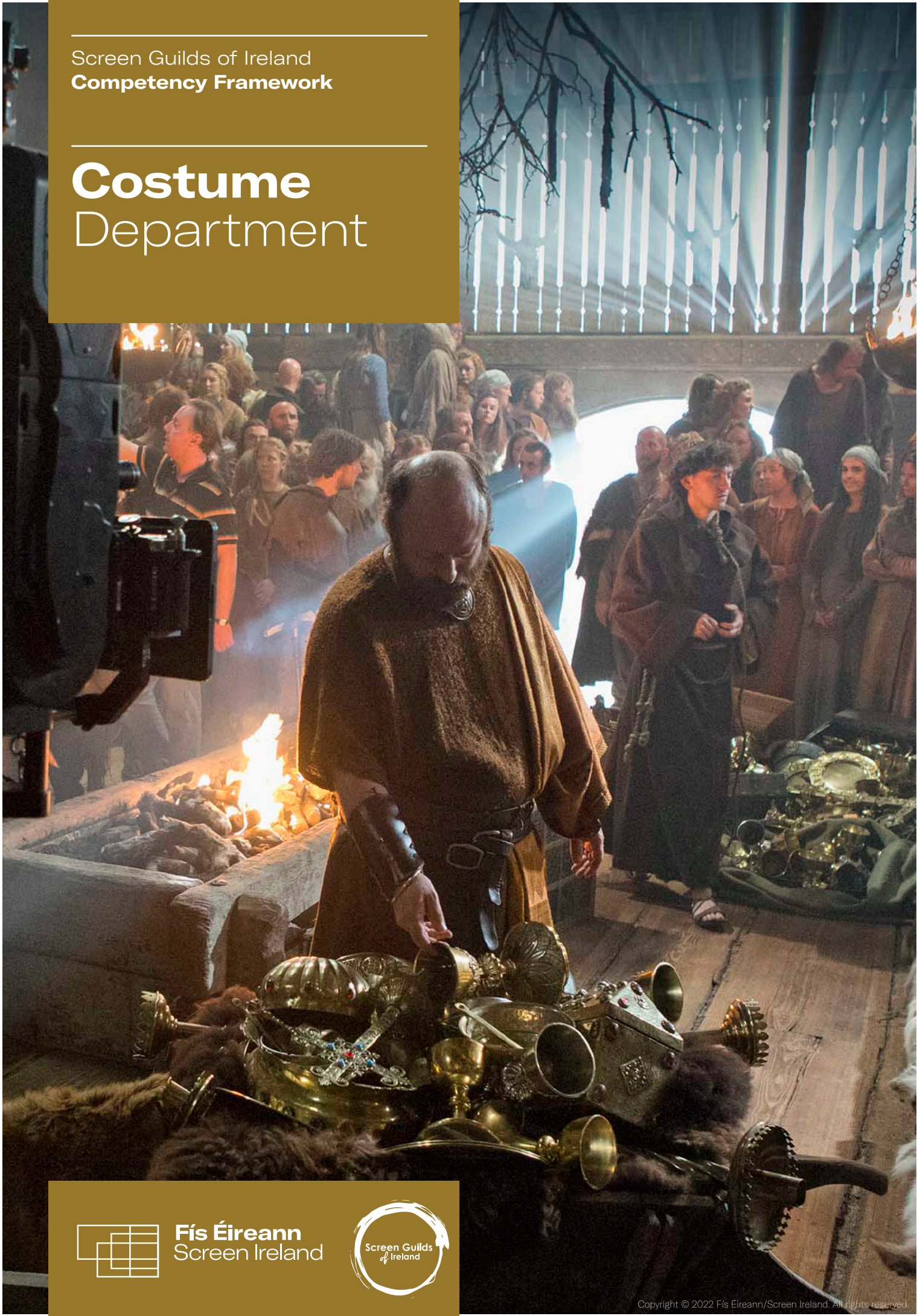


Screen Guilds of Ireland  
**Competency Framework**

# Costume Department



**Fís Éireann**  
Screen Ireland





# Costume Department

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## Roles

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1. Costume Designer
2. Assistant Costume Designer
3. Costume Supervisor
4. Standby Costume Assistant
5. Costume Trainee

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# Costume Designer

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The Costume Designer designs and creates costumes for the characters in film, TV and stage Productions. They work alongside the Director, Producer, Production Designer and other creative personnel to create a look for each character. They may also collaborate with Hair and Make-up Designers to bring together the character's full look, enhancing the character's personality. Costume is at the core of a film or TV drama. As well as contributing to the look, it helps actors feel emotionally connected to the character they are playing through wearing the character's clothes. They research, sketch, and draw mood boards of characters and clothes to communicate the style. They then break down the script, working out what they need to create or hire. Working within tight budgets and deadlines they ensure the costumes are created on time for fittings.

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## Key tasks:

1. Reads and breaks down script by character, assigning a colour pallet to each.
  2. Researches period, putting together mood boards to show Director, Producers etc.
  3. Collaborates with the Director, actors & Producers to design costumes.
  4. Sources, orders, and gets approval of fabrics.
  5. Plans and budgets: Negotiates and controls the budget pertinent to costume design.
  6. Responsibilities once shooting prep and shooting commences.
-

## Task statements

### Task statement 1:

**Reads and breaks down script by character, assigning a colour pallet to each.**

Associated activities

- ✓ Reads and breaks down the script.
- ✓ Compiles a list of possible costume requirements for shooting.
- ✓ Compiles list of actual costume requirements to source/make/purchase.
- ✓ Hires Costume Supervisor, Design Assistant & Cutter.

### Task statement 2:

**Research period, and puts together mood boards to show Director, Producers etc.**

Associated activities

- ✓ Carries out historical research, character development and overall crowd look.
- ✓ Illustrates designs for costume concepts using Photoshop and other software.
- ✓ Research fabrics for said costumes as options for the Director to review.
- ✓ Assembles a mood board for discussion.
- ✓ Carries out drawing of proportions and sketches of looks.

### Task statement 3:

**Collaborates with the Director, actors & Producers to design costumes.**

Associated activities

- ✓ Chooses costume and fabric that suit purpose, using a wealth of knowledge of fabrics and colours.
- ✓ Ensures said choices work well on screen, taking into account how fabric works and fits on the body.
- ✓ Develops the design of the costumes taking into account style/look as well as the actor's needs related to the wearing of the costume throughout the shoot.
- ✓ Carries out measurement exercises with cast.
- ✓ Is mindful of schedules and deadlines.

### Task statement 4:

**Sources, orders, and gets approval of fabrics.**

Associated activities

- ✓ Has a good working knowledge of fabric suppliers and vendors.
- ✓ Buyer visits fabric houses/vendors and brings samples for selection.
- ✓ Orders samples from abroad when necessary.
- ✓ Once samples have been approved by the Director/Showrunner or equivalent.
- ✓ Orders necessary quantities for costume production.
- ✓ Passes on the relevant design information to the cutter for construction of costumes to commence.

## Task statement 5:

**Plans and budgets: Negotiates and controls the budget pertinent to costume design.**

### Associated activities

- ✓ Creates a working Budget based on cost of fabric, hiring of costumes and quantity of costumes for cast and crowd.
- ✓ When necessary, ensures items that are bought, made and hired are correctly logged and that there is a paper trail.

## Task statement 6:

**Responsibilities once shooting prep and shooting commences.**

### Associated activities

- ✓ Once costumes are in the process of being made, attends all necessary fittings.
- ✓ Creates a costume presentation of cast fittings for Directors/studio heads etc. for each cast member.
- ✓ When necessary, carries out changes or readjustments based on feedback from Directors etc.
- ✓ Attends a photoshoot prior to shooting and camera tests.
- ✓ Is available on set to establish each look (cast and crowd).

## Technical competencies

Area	Indicators	
<b>Upkeeping and Maintaining Costumes</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of fabrics and cleaning techniques</li> <li>Ability to stitch/manipulate fabric to conceal/reveal wounds/prosthetics/scars</li> </ul>
<b>Knowledge of special effect requirements and stunt rig requirements and how these affect the making of costumes.</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of how squibs work and underlayers required for protection of actor</li> <li>Knowledge of blood rig types and techniques</li> <li>Ability to conceal blood rigs within costumes using appropriate sewing/fabric manipulation techniques</li> <li>Knowledge of how pads and harnesses can be discreetly and comfortably hidden by costumes and how they may affect the appearance of them</li> <li>Ability to manipulate costume to hide pads/harnesses</li> <li>Knowledge of stunt safety requirements and procedures</li> <li>Ability to add pads and harnesses to actors within agreed time frames</li> </ul>
<b>Discretion and professionalism</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of different types of modesty wear and in what situations each one is used</li> <li>Ability to communicate with clarity and sensitivity about what kind of modesty wear will be required during filming</li> <li>Understand what is involved when filming scenes of nudity</li> <li>Knowledge of set etiquette, specifically that concerning closed sets</li> <li>Ability to communicate with actors when they are uncomfortable</li> <li>Knowledge of what measures to take to make an item of clothing more comfortable</li> </ul>
<b>Costume Knowledge</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>You are an expert at Illustrating and drawing</li> <li>Knowledge of costume components</li> <li>Knowledge of costume components and how they are worn for the period</li> <li>Knowledge of fabrics and how they move</li> <li>Knowledge of how to use schedule, continuity information and costume breakdown in conjunction to put together a comprehensive line up</li> <li>Ability to identify fit and fabric problems that cannot be solved on set</li> <li>Knowledge of costume history especially period undergarments and the correct way clothes were worn at the time</li> <li>Ability to understand how to support and solve the needs an actor may have with his/her costume in relation to the action/requirements of the script - e.g. old/warm/wet weather concerns, physical needs/impediments, action-related clothing support and overall comfort</li> <li>Ability to understand the costume requirements of the script and/or actor and finding the best solution to the problem with minimal interference to the overall look of the costume</li> </ul>
<b>Admin and paperwork</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>Breaking down the script</li> <li>Thorough knowledge and understanding of the script, schedule and story days</li> <li>Knowledge of script layout and abbreviations and language used</li> <li>Ability to decipher what information is required or important for costume breakdown</li> <li>Knowledge of how story aspects affect costume requirements</li> <li>Knowledge of how story aspects can be filmed, i.e. rain/blood/gunshots can be filmed at the time or added or enhanced in post</li> </ul>
<b>Digital Skills</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of computer programs, Illustrator, Photoshop etc.</li> <li>Know-how to navigate SyncOnSet</li> </ul>

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# Assistant Costume Designer

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The Assistant Costume Designer is responsible for assisting the Costume Designer in their role. The work of the Assistant Costume Designer involves researching the costume requirements, particularly if it is a period production, to ensure that costumes are historically accurate and helping to plan and organise the number of costumes and changes of costume that the actors will require by doing a detailed script breakdown. The Assistant Costume Designer then works to the instructions of the Costume Designer in helping to design, source, purchase, hire and/or make all costumes for the production. The Assistant Costume Designer helps the Costume Designer with fittings of the principal cast.

The Assistant Costume Designer might work on set with extras, making sure that extras are suitably dressed and will look appropriate in the scene. Both the Assistant and the Costume Designer work ahead, with the Costume Supervisor, fitting and preparing costumes and ensuring everything required is available when scheduled for filming. The work of an Assistant Costume Designer includes paperwork/administration related to the Costume Department.

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## Key tasks:

1. Script breakdown.
  2. Researches the period, and puts together mood boards.
  3. Assists in creating renderings of costumes as necessary for the production team to review during the design process.
  4. Assists in sourcing, ordering and getting approval for fabrics.
  5. Attends fittings and assists as needed.
  6. Attends all dress rehearsals with the Costume Designer to take notes on changes and alterations.
  7. Assists in creating a wardrobe plot so that costumes may be checked in and out each day. Includes a way to track pieces that need or have been sent to laundry.
-

## Task statements

### Task statement 1:

#### Script breakdown.

##### Associated activities

- ✓ Reads the script several times, taking note of overall story and theme and specific costuming needs.
- ✓ Compiles a list of possible costume requirements for shooting.
- ✓ Compiles list of actual costume requirements to source/make/purchase.

### Task statement 2:

#### Research period and assists in putting together mood boards.

##### Associated activities

- ✓ Carries out historical research, character development and overall crowd look.
- ✓ Research fabrics for said costumes as options for the Director to review.
- ✓ Assists in the assembling of mood boards for discussion.
- ✓ Assists in drawing of proportions and sketches of looks.

### Task statement 3:

#### Assists in creating renderings of costumes as necessary for the Director/Producers to review during the design process.

##### Associated activities

- ✓ Carries out measurement exercises with cast.
- ✓ Assists in providing drapers with copies of sketches or explanations of the designs necessary for their work.
- ✓ Assists in the selection of all fabric and fabric modifications.
- ✓ Assists in the design or selection of all costume accessories.
- ✓ Assists in finding, selecting, or altering all modern clothing.

### Task statement 4:

#### Assists in sourcing, ordering and getting approval for fabrics.

##### Associated activities

- ✓ Has a good working knowledge of fabric suppliers and vendors.
- ✓ Orders samples from abroad when necessary.
- ✓ Once samples have been approved by Director/Showrunner or equivalent.
- ✓ Orders necessary quantities for costume production.
- ✓ Assists in passing on the relevant design information to the cutter for construction of costumes to commence.

## Task statement 5:

**Attends fittings and assists as needed.**

Associated activities

- ✓ Assists the Designer as required during the creation of a costume presentation of cast fittings for Directors/ studio heads etc. for each cast member.
- ✓ When necessary, carries out changes or readjustments based on feedback from Director.
- ✓ Oversees fittings of extras.
- ✓ Creates a cast fitting plan for the Designer when needed.

## Task statement 6:

**Attends all dress rehearsals with the Costume Designer to take notes on changes and alterations.**

Associated activities

- ✓ Assists the Designer as required during the creation of a costume presentation of cast fittings for Directors/ studio heads etc. for each cast member.
- ✓ When necessary, assists in carrying out changes or readjustments.
- ✓ Attends a photoshoot prior to shooting and camera tests.

## Task statement 7:

**Assists in creating a costume plot so that costumes may be on set and available as needed.**

Associated activities

- ✓ Plots each character's look to ensure costumes are on the truck when needed.
- ✓ Refers to the look plot from the Designer for relevant information.
- ✓ Ensures timings are adhered to and costumes are where they need to be.
- ✓ Liaises with supervisor and assistants to ensure smooth running of the department.

## Technical competencies

Area	Indicators	
<b>Upkeeping and Maintaining Costumes</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<p>Knowledge of fabrics and cleaning techniques</p> <p>Ability to stitch/manipulate fabric to conceal/reveal wounds/prosthetics/scars</p>
<b>Knowledge of special effect requirements and stunt rig requirements and how these affect the making of costumes.</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<p>Understanding of how squibs work and underlayers required for protection of actor</p> <p>Knowledge of blood rig types and techniques</p> <p>Ability to conceal blood rigs within costumes using appropriate sewing/fabric manipulation techniques</p> <p>Knowledge of how pads and harnesses can be discreetly and comfortably hidden by costumes and how they may affect the appearance of them</p> <p>Ability to manipulate costume to hide pads/harnesses</p> <p>Knowledge of stunt safety requirements and procedures</p> <p>Ability to add pads and harnesses to actors within agreed time frames</p>
<b>Discretion and professionalism</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<p>Knowledge of different types of modesty wear and in what situations each one is used</p> <p>Ability to communicate with clarity and sensitivity about what kind of modesty wear will be required during filming</p> <p>Understand what is involved when filming scenes of nudity</p> <p>Knowledge of set etiquette, specifically that concerning closed sets</p> <p>Ability to communicate with actors when they are uncomfortable</p> <p>Knowledge of what measures to take to make an item of clothing more comfortable</p>
<b>Costume Knowledge</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<p>You are competent at illustrating and drawing</p> <p>Knowledge of costume components</p> <p>Knowledge of costume components and how they are worn for the period</p> <p>Knowledge of fabrics and how they move</p> <p>Knowledge of how to use schedule, continuity information and costume breakdown in conjunction to put together a comprehensive line up</p> <p>Ability to identify fit and fabric problems that cannot be solved on set</p> <p>Knowledge of costume history especially period undergarments and the correct way clothes were worn at the time</p> <p>Ability to understand how to support and solve the needs an actor may have with his/her costume in relation to the action/requirements of the script - e.g. old/warm/wet weather concerns, physical needs/impediments, action-related clothing support and overall comfort</p> <p>Ability to understand the costume requirements of the script and/or actor and finding the best solution to the problem with minimal interference to the overall look of the costume</p>
<b>Admin and paperwork</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<p>Breaking down the script</p> <p>Thorough knowledge and understanding of the script, schedule and story days</p> <p>Knowledge of script layout, abbreviations and language used</p> <p>Ability to decipher what information is required or important for costume breakdown</p> <p>Knowledge of how story aspects affect costume requirements</p> <p>Knowledge of how story aspects can be filmed, i.e. rain/blood/gunshots can be filmed at the time or added or enhanced in post</p> <p>Ability to own petty cash</p>
<b>Digital Skills</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<p>Knowledge of computer programs, Illustrator, Photoshop etc.</p> <p>Know-how to navigate SyncOnSet</p>

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# Costume Supervisor

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The Costume Supervisor assists the Costume Designer and manages the Costume Department during pre-production and filming. They are responsible for leading the team in carrying out the design plans of the Costume Designer. During pre-production they are responsible for setting up the costume base, kitting it out, and hiring the Costume Department crew. They must ensure the smooth day-to-day running of the department, such as ordering supplies, overseeing alterations, ensuring the costumes are kept in optimum condition and organising cast and extras for fittings. They must manage the department within agreed budgets and schedules and keep all necessary paperwork up to date. When shooting begins they manage the cast and crowd crew to ensure the set runs smoothly and they have all the necessary costumes and repeats they require.

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## Key tasks:

1. Hires Costume Department crew.
  2. Reads and breaks down the script to ascertain the costumes needed for the shoot.
  3. Oversees the costume budget.
  4. Keeps all necessary paperwork up to date such as the budget, continuity records and measurements.
  5. Runs the Costume Department, looking after the costume crew and their needs.
  6. Wraps up the production.
-

## Task statements

### Task statement 1:

#### Hires Costume Department crew.

##### Associated activities

- ✓ Establishes crew requirements.
- ✓ Evaluates CVs and references and conducts interviews when necessary.
- ✓ Selects the right candidate and informs production to initiate the contracting procedure.
- ✓ Organises all necessary timings for fittings and ensures crew have access to all necessary equipment and consumables.
- ✓ Allocates call times for cast and crowd. Takes turns when possible.

### Task statement 2:

#### Reads and breaks down the script to ascertain costumes needed.

##### Associated activities

- ✓ Manually inputs the following details into a digital platform: day number, scene number, scene description, character breakdown, location and a brief synopsis of the action.
- ✓ Records any notes pertaining to costume (cast and crowd) from script which may be part of the action i.e. nudity, weather conditions etc.

### Task statement 3:

#### Oversees the costume budget

##### Associated activities

- ✓ Keeps a file for DPOs as well as a hard copy file of all expenditures.
  - ✓ Keeps hard copies of all receipts on file.
  - ✓ Enters all expenditure into budget spreadsheet and creates a cost report for accounts.
  - ✓ When budget issues arise, informs PM/Line Producers/Financial Controller.
  - ✓ Manages the use of the company credit card if assigned to costume.
  - ✓ Approves timesheets/overtime for the department.
  - ✓ Liaises and communicates with vendors.
  - ✓ Orders supplies such as consumables, costumes, rentals and purchases.
- \* When the coordinator is part of a team they would create the spreadsheet and cost report.

## Task statement 4:

**Keeps all necessary paperwork up to date such as continuity records and measurements.**

### Associated activities

- ✓ Ensures a good system is in place to account for all purchases and hires. Photographs costumes and box numbers on arrival.
- ✓ Keeps and oversees all continuity records and photographs and upload to digital platform such as SyncOnSet.
- ✓ Prints hard copy of all continuity quotes and photographs for wrap to ensure efficient paper trail.
- ✓ Maintains and oversees the hire list and asset list.
- ✓ When necessary, sources bulk crowd costumes (uniform/armour).
- ✓ Maintains and updates a thorough and complete database of actor measurements for costuming – hard copy and digital copy.
- ✓ Arranges cast/crowd fittings.
- ✓ Liaises with Hair, Stunts, Sound and any other department who's equipment may interfere with costume.

## Task statement 5:

**Runs the Costume Department: Looks after the costume crew and their needs.**

### Associated activities

- ✓ During pre-prep sets up the department – Organises work spaces (office/storage/fitting rooms/workroom space, breakdown section etc.).
- ✓ Hires machinery and equipment.
- ✓ Buys all necessary consumables for costume making and breaking down of costumes.
- ✓ Gets a costume truck on board and fully equipped for shoot as well as costume base.
- ✓ Oversees the running of the department (arrivals of costumes, checking them off, labelling, alterations and making)
- ✓ Ensures the department can meet the schedule.
- ✓ Maintains optimum condition of costumes.
- ✓ Plans for each shooting day so the cast and crowd are fitted and costumes ready for shooting.

## Task statement 6:

**Wraps up the production.**

### Associated activities

- ✓ Organises any necessary returns to costume houses using 'check-in sheets'.
- ✓ Costumes that were purchased are listed per cast and valued for production (asset list).
- ✓ When required by production, holds a sale of items on the asset list.
- ✓ Oversees the wrapping of all equipment and spaces.

## Technical competencies

Area	Indicators	
<b>Assembling Team</b>	✓	You have a thorough knowledge of the current crew members in all grades of the Irish industry
	✓	You have the ability to break down script to establish crew needs
<b>Research Skills</b>	✓	You are skilled at researching
<b>Budgetary Skills</b>	✓	You are proficient and creating a budget spreadsheet
	✓	You know what needs to be recorded and how
	✓	You can generate a cost report
	✓	You liaise with the accounts team when necessary and understand the requirements
<b>Digital Skills</b>	✓	You are proficient at petty cash, DPO, timesheet and budget management
	✓	You have a good understanding of Excel/Word/SyncOnSet/CPlotPro
<b>Upkeeping and Maintaining Costumes</b>	✓	You have expert knowledge of fabrics and cleaning techniques
	✓	You know how to remove make-up from fabric
	✓	You are proficient at stitching/manipulating fabric to conceal/reveal wounds/prosthetics/scars
<b>Knowledge of special effect requirements and stunt rig requirements and how these affect costume.</b>	✓	You have an expert understanding of how squibs work and underlayers required for protection of actor
	✓	You have a good working knowledge of blood rig types and techniques
	✓	You can conceal blood rigs within costumes using appropriate sewing/fabric manipulation techniques
	✓	You know how pads and harnesses can be discreetly and comfortably hidden by costumes and how they may affect the appearance of them
	✓	You understand stunt safety requirements and procedures
	✓	You can add pads and harnesses to actors within agreed time frames
<b>Discretion and professionalism</b>	✓	You have an expert understanding of different types of modesty wear and in what situations each one is used
	✓	You can communicate with clarity and sensitivity about what kind of modesty wear will be required during filming
	✓	You know what is involved when filming scenes of nudity
	✓	You know what measures to take to make an item of clothing more comfortable

(continued)

## Technical competencies (cont...)

Area	Indicators	
<b>Costume Knowledge</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>You have an expert level of knowledge of costume components and how they are worn for the period</li> <li>You understand and know fabrics and how they move</li> <li>You have a comprehensive understanding of costume history, especially period undergarments, and the correct way clothes were worn at the time</li> <li>You know and understand fitting room etiquette</li> <li>You can take notes and keep track of alterations needed</li> <li>You can organize and properly tag changes decided for each character and scene</li> <li>You understand the costume requirements of the script and/or actor and find the best solution to the problem with minimal interference to the overall look of the costume</li> <li>You have a thorough knowledge of costume houses and rental facilities</li> </ul>
<b>Admin and Paperwork</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>You have a thorough knowledge and understanding of the script, schedule and story days</li> <li>You are skilled in managing petty cash flows</li> <li>You understand different continuity formats in order to appropriately select the most suitable format for each script/job e.g. film, episodic, flashbacks, etc.</li> <li>You can consolidate a clear and detailed document that will be easy to understand by the costume team and possibly other crew members</li> <li>You have the ability to clearly and thoroughly document the components of a character's change and the way these items were worn during a specific scene to ensure correct continuity</li> <li>You have the ability to cooperate with colleagues to ensure the team is properly documenting each character's continuity. And if applicable, ability to oversee different teams in ensuring the department's bible is up to date</li> <li>You have the ability to clearly label missing items and costume components required</li> <li>You understand script layout and abbreviations, language used. Knowledge of breakdown formats available and how to use them i.e. SyncOnSet, CPlotPro, Excel, manual</li> <li>Ability to decipher what information is required or important for costume breakdown</li> <li>Ability to compile a document that can be used on a day to day basis that provides quick reference of scene by scene requirements</li> <li>Knowledge of how story aspects affect costume requirements Knowledge of how story aspects can be filmed, i.e. rain/blood/gunshots can be filmed at the time or added or enhanced in post</li> </ul>



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# Stand-by Costume Assistant

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The Stand-by Costume Assistants' role is to maintain the Costume Designers vision of costumes whilst shooting on set. They will read and breakdown the script to compile the necessary requirements for shooting on set. They will set up a continuity system and ensure continuity of the costumes throughout the script. They may help the Costume Designer with research, sourcing, and fitting of costumes. They will support the needs of the actors relating to costume on set regarding keeping warm, dry and modest etc. They will liaise with other departments to ensure complete costume look and fulfilment of relativity to script. They report directly to the Costume Designer and Costume Supervisor. They represent the Costume Department on set in a responsible and professional manner at all times, liaising with Directors, Producers, Writers and HODs as necessary. They will be partially responsible in the mentoring and training of Costume Trainees along with the Costume Supervisor and Costume Designer.

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## Key tasks:

- 1.** Reads and breaks down script to compile list of necessary requirements for shooting.
  - 2.** Assists the Designer to research, source and fit the costumes.
  - 3.** Creates a continuity system using various continuity programs and ensures continuity of costumes throughout the script.
  - 4.** Maintains costumes on set as per the Designer's vision, to include preparing costumes, dressing actors, maintaining, repairing and cleaning of costumes.
  - 5.** Liaises with other departments to ensure complete costume look and smooth running of schedule for changes etc. and fulfilment of relativity to script.
  - 6.** Supports actors' needs relating to costume on set.
-

## Task statements

### Task statement 1:

**Reads and breaks down script to compile list of necessary requirements for shooting.**

#### Associated activities

- ✓ Reads and breaks down the script.
- ✓ Compiles a list of possible costume requirements for shooting to discuss with Costume Designer and Supervisor and other department HODs to decide what is necessary.
- ✓ Compiles a list of actual costume requirements to source/make/purchase.

### Task statement 2:

**Assists the Costume Designer with research, sourcing and fitting of costumes to achieve their vision.**

#### Associated activities

- ✓ Searches for suppliers and shops to source costumes that support the Designer's historical research, character development and overall crowd look.
- ✓ Participates in fittings to understand the Designer's needs regarding style/look as well as the Actor's needs related to the wearing of the costume throughout the shoot.
- ✓ Sources suitable non-costume items such as under layers, supports and warm clothing to accommodate weather, action or actor needs while still maintaining the Designer's look.

### Task statement 3:

**Creates a continuity system/bible to ensure costumes maintain continuity throughout the script, including updating the system/bible for the duration of the shoot.**

#### Associated activities

- ✓ Develops a continuity system that best accommodates the requirements of the script.
- ✓ Consolidates and updates the continuity system/bible before and during the shoot.
- ✓ Creates a line-up of costumes for following days shoot using continuity bible, advanced schedule, script and costume breakdown.
- ✓ Communicates with script supervisor regarding continuity on set.

## Task statement 4:

**Maintains costumes on set as per the Costume Designer's vision whilst shooting.**

### Associated activities

- ✓ Prepares and checks costumes and sets it out in actor's room/trailer.
- ✓ Dresses actors.
- ✓ Sets and maintains costume on set.
- ✓ Prepare a line up of following days costumes & checks through any new or unestablished costumes with the Costume Designer to ensure full understanding of look.
- ✓ Communicates any problems to Designer and Supervisor that prevent costumes looking desired way.

## Task statement 5:

**Supports actors' needs with regards to costumes on set.**

### Associated activities

- ✓ Provides appropriate modesty wear and cover-ups for cast members when nudity is called for.
- ✓ Stand by on set during scenes of nudity to cover up the actor between takes.
- ✓ Keeps actors as warm and dry as possible when on set in costume.
- ✓ Assures costumes are as comfortable as possible.

## Task statement 6:

**Liases with other departments during prep and throughout shoot.**

### Associated activities

- ✓ Communicates with the 1st and 3rd AD when on set regarding any specific requirements.
- ✓ Communicates with the 2nd AD about any requirements, specifically those concerning cast at basecamp.
- ✓ Consults with the Director on set when necessary.
- ✓ Communicates with the Art Department when there is a crossover of personal props, for example handbags and when costume items are required for set dressing.
- ✓ Communicates with the Hair Department if there are hats, headpieces or other head gear that form part of a costume.
- ✓ Communicates with the Stunt Department regarding padding and harnessing of actors.
- ✓ Communicates with SFX department regarding squibs and blood rigs.
- ✓ Communicates with the Make-up Department regarding concealing/revealing prosthetics/wounds/scars/tattoos and preventing makeup build up on costumes.

## Technical competencies

Area	Indicators	
<b>Upkeeping and Maintaining Costumes</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of fabrics and cleaning techniques</li> <li>Knowledge of make-up removal techniques from fabric</li> <li>Ability to stitch/manipulate fabric to conceal/reveal wounds/prosthetics/scars</li> </ul>
<b>Knowledge of special effect requirements and stunt rig requirements and how these affect costume.</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of how squibs work and underlayers required for protection of actors</li> <li>Knowledge of blood rig types and techniques</li> <li>Ability to conceal blood rigs within costumes using appropriate sewing/fabric manipulation techniques</li> <li>Knowledge of how pads and harnesses can be discreetly and comfortably hidden by costumes and how they may affect the appearance of them</li> <li>Ability to manipulate costume to hide pads/harnesses</li> <li>Knowledge of stunt safety requirements and procedures</li> <li>Ability to add pads and harnesses to actors within agreed time frames</li> </ul>
<b>Discretion and professionalism</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of different types of modesty wear and in what situations each one is used</li> <li>Ability to communicate with clarity and sensitivity about what kind of modesty wear will be required during filming</li> <li>Understand what is involved when filming scenes of nudity</li> <li>Knowledge of set etiquette, specifically that concerning closed sets</li> <li>Ability to unobtrusively standby on set during intimate scenes or scenes of nudity and to know when to cover actors up</li> <li>Ability to quickly and efficiently remove and keep warm coats on actors</li> <li>Ability to actively listen to the AD and step in with warm coats or rain protection as needed</li> <li>Ability to communicate with actors when they are uncomfortable</li> <li>Knowledge of what measures to take to make an item of clothing more comfortable</li> </ul>

(continued)

## Technical competencies (cont...)

Area	Indicators
<b>Costume Knowledge</b>	<ul style="list-style-type: none"> <li>✓ Knowledge of costume components</li> <li>✓ Ability to clean/steam/iron using equipment and techniques costume as required</li> <li>✓ Ability to lay costume out in a clear and practical manner for actor</li> <li>✓ Knowledge of costume components and how they are worn for the period</li> <li>✓ Ability to dress actor within time agreed upon with 2nd AD</li> <li>✓ Ability to replicate look and fit of costume from costume fitting images</li> <li>✓ Knowledge of fabrics and how they move</li> <li>✓ Knowledge of available products and techniques for quick fixes</li> <li>✓ Ability to stitch or fix fabrics to look good on camera.</li> <li>✓ Ability to communicate to 1st and 3rd AD when time is required to check/fix/clean costume</li> <li>✓ Skill of quick sewing techniques that don't show on camera</li> <li>✓ Knowledge of how to use schedule, continuity information and costume breakdown in conjunction to put together a comprehensive line up</li> <li>✓ Ability to communicate with Costume Designer regarding look required for unestablished costumes</li> <li>✓ Ability to identify fit and fabric problems that cannot be solved on set</li> <li>✓ Knowledge of costume history especially period undergarments and the correct way clothes were worn at the time</li> <li>✓ Ability to keep a coherent and well-organized wardrobe/section of costumes for each cast member, including any accessories and under layers required</li> <li>✓ Knowledge of fitting room etiquette</li> <li>✓ Knowledge of the requirements for properly preparing and maintaining the fitting room before and after each fitting takes place</li> <li>✓ Ability to take notes and keep track of alterations needed</li> <li>✓ Ability to organise and properly tag changes decided for each character and scene</li> <li>✓ Ability to understand how to support and solve the needs an actor might have with his/her costume in relation to the action/requirements of the script - for example cold/warm/wet weather concerns, physical needs/impediments, action related clothing support and overall comfort</li> <li>✓ Ability to understand the costume requirements of the script and/or actor and finding the best solution to the problem with minimal interference to the overall look of the costume</li> <li>✓ Skill in communicating said needs to the Designer and/or Supervisor in order to find a solution that suits all parties involved</li> <li>✓ Knowledge of suitable solutions that can be offered to solve common and uncommon issues related to the wearing of the costume. e.g. keepwarms, waterproof layers, wetsuits, cooling gear, foot supports, etc.</li> <li>✓ Ability to find suppliers or stores to source the required solutions as well as the quantities required to cover the length of the shoot</li> </ul>

## Technical competencies (cont...)

Area	Indicators
Admin and paperwork	<ul style="list-style-type: none"> <li>✓ Thorough knowledge and understanding of the script, schedule and story days</li> <li>✓ Skill in managing petty cash flows and producing satisfactory expenses reports to facilitate the department's budget tracking</li> <li>✓ Knowledge of different continuity formats in order to appropriately select the most suitable format for each script/job e.g. film, episodic, flashbacks, etc.</li> <li>✓ Skill in the use of basic computer programs such as Excel, Word and PowerPoint</li> <li>✓ Knowledge of continuity platforms available in the industry in order to ensure an appropriate use of all the tools they offer e.g. SyncOnSet</li> <li>✓ Ability to consolidate a clear and detailed document that will be easy to understand by the costume team and possibly other crew members</li> <li>✓ Knowledge of computer/tablet photography programs and printers</li> <li>✓ Knowledge of basic camera settings in order to take clear pictures</li> <li>✓ Ability to take clear full body pictures and pictures of the necessary details, as well as documenting changes in a character's costume continuity during a scene</li> <li>✓ Ability to clearly and thoroughly document the components of a character's change and the way these items were worn during a specific scene to ensure correct continuity</li> <li>✓ Ability to cooperate with colleagues to ensure the team is properly documenting each character's continuity, and if applicable, ability to oversee different teams in ensuring the department's bible is up to date</li> <li>✓ Knowledge of how to read relevant documents and extract relevant information</li> <li>✓ Ability to clearly label missing items and costume components required</li> <li>✓ Ability to differentiate between continuity and unestablished costumes</li> <li>✓ Knowledge of script layout and abbreviations and language used</li> <li>✓ Knowledge of breakdown formats available and how to use them i.e. SyncOnSet, CPlotPro, Excel, manual</li> <li>✓ Ability to decipher what information is required or important for costume breakdown</li> <li>✓ Ability to compile a document that can be used on a day to day basis that provides quick reference of scene by scene requirements</li> <li>✓ Knowledge of how story aspects affect costume requirements</li> <li>✓ Knowledge of how story aspects can be filmed, i.e. rain/blood/gunshots can be filmed at the time or added or enhanced in post</li> </ul>

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# Costume Trainee

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A Costume Trainee's role is varied depending on the production and previous experience of the individual; it is mainly focussed on providing support to the Costume Assistants, Costume Supervisor, and Costume Designer, during which the Trainee will learn the skills and knowledge to progress on to a Costume Assistant role. Duties will be performed under supervision and involve multiple key tasks. The scale of the production will influence the type and variety of skills involved. Key tasks include sewing, laundry, assisting with fittings, buying, keeping costume continuity, liaising across the costume department, operating machinery and equipment required for costume maintenance. A Costume Trainee is able to multitask and work under pressure whilst maintaining good communication skills with the rest of the costume team.

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## Key tasks:

1. Updates costume continuity accurately using the correct techniques (either digital or manual).
  2. Maintains and organises the fittings/extras area regularly.
  3. Maintains costumes by utilising the correct tools and methods for specific tasks (e.g. leather needle, hem stitch.)
  4. Communicates with costume team.
  5. Participates with costume fittings and alterations for background artists.
  6. Assists senior department members on set and throughout the shooting day.
  7. Purchases supplies for cast and background using petty cash.
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## Task statements

### Task statement 1:

**Updates costume continuity accurately using the correct techniques (either digital or manual).**

#### Associated activities

- ✓ Records continuity details how using continuity software such as SyncOnSet.
- ✓ Photographs costumes for continuity book.
- ✓ Dresses background correctly and learns how to dress cast, following continuity notes.

### Task statement 2:

**Maintains and organises the fittings/extras area regularly.**

#### Associated activities

- ✓ Assists assistants with fittings.
- ✓ Communicates with other costume crew on stock levels.
- ✓ Maintains personal paperwork.
- ✓ Maintains lists of costume inventory where appropriate.

### Task statement 3:

**Maintains costumes by utilising the correct tools and methods for specific tasks (e.g. leather needle, hem stitch).**

#### Associated activities

- ✓ Completes pending garment alterations to crowd costumes after fittings.
- ✓ Maintains costumes properly using the appropriate methods, cleaning, steaming, ironing.
- ✓ After fittings are assigned, carries out a labelling procedure to background costumes using a numbering system.
- ✓ Maintains and updates documents/spreadsheets pertaining to fittings of background.

### Task statement 4:

**Communicates with costume team.**

#### Associated activities

- ✓ Maintains an updated check system for costume arrivals.
- ✓ Obtains updated schedules and other paperwork for the Costume Department.
- ✓ Learns how to read and break down scripts and schedules.
- ✓ Adheres to set etiquette when necessary.

### Task statement 5:

**Assists with costume fittings and alterations for background artists.**

#### Associated activities

- ✓ Carries out any necessary measuring, sewing and photography.
- ✓ Listens to instruction: communicates with the Make-up Department regarding concealing/revealing prosthetics/wounds/scars/tattoos and preventing makeup build up on costumes.

### Task statement 6:

**Assists senior department members on set and throughout the day.**

#### Associated activities

- ✓ Carries out any background continuity duties which may be required and learns how to do cast continuity.
- ✓ Carries out any on set sewing and photography of background.
- ✓ Adheres to correct set etiquette during checks.

### Task statement 7:

**Purchases supplies for cast and background.**

#### Associated activities

- ✓ Completes any necessary research and sourcing of supplies and consumables.
- ✓ Has a good working knowledge of local shops for deliveries and collections.
- ✓ Keeps a well-documented and updated spreadsheet of own purchases and petty cash expenditure.

## Technical competencies

Area	Indicators
<b>Costume and Fabric Knowledge</b>	<ul style="list-style-type: none"> <li>✓ You have a basic knowledge of fabric care and understanding the best method and products to use when cleaning various fabrics and materials</li> <li>✓ You have a basic understanding of carrying out hand and machine sewing for alterations or repairs that may be needed</li> <li>✓ You are proactive and can work under time pressure if a quick clean or repair is needed</li> <li>✓ Confidence to ask for help or guidance for any cleaning or sewing work to avoid damaging any costumes</li> <li>✓ You have a basic understanding of fabric and fit relevant to a particular time period/era</li> <li>✓ You are learning to take accurate measurements and alter costumes to fit different body types</li> <li>✓ You are skilled in taking good photographs to show the Designer if not present at fittings</li> <li>✓ You have a basic understanding of set etiquette and understanding of continuity</li> <li>✓ You are learning to sew quickly by hand and take clear and detailed continuity photographs</li> <li>✓ You are learning to source various supplies considering time and budget allowance</li> <li>✓ You can multitask and prioritise alterations in level of importance</li> <li>✓ You are learning to identify the correct tools and methods for specific costume tasks, e.g. leather needle, hem stitch</li> </ul>
<b>Set and Workshop Skills</b>	<ul style="list-style-type: none"> <li>✓ You have a basic understanding of the application of various continuity techniques (both digital and manual) to ensure correct costume continuity</li> <li>✓ You can take clear photographs, capturing specific costume details</li> <li>✓ You are learning to maintain correct costume continuity through appropriate actions and dressing techniques, e.g. steaming, sewing, accessory placement (under guidance)</li> <li>✓ You are learning to carry out costume checks during the appropriate time on set</li> <li>✓ You can keep tabs on costume stock efficiently and accurately</li> <li>✓ You understand the team's desired method of categorising and storing costumes</li> <li>✓ You can clean dirty laundry effectively using suitable products and/or methods</li> <li>✓ You help assistants with costume fittings as appropriate</li> <li>✓ You liaise with other costume crew on stock levels and tools required</li> <li>✓ You know how to correctly use laundry and maintenance equipment, such as iron/steamer</li> <li>✓ You have a basic understanding of different roles and their function on set</li> </ul>

(continued)

## Technical competencies (cont...)

Area	Indicators	
<b>Admin and Paperwork</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<p>You are learning to be organised and can manage money and spending, allocating time wisely</p> <p>You are reliable and responsible when handling company money and credit cards</p> <p>You can complete the time sheet accurately and return to Head of Department on time</p> <p>You can interact with the costume team effectively</p>
<b>Digital skills</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<p>You are learning how to operate continuity software such as SyncOnSet in order to maintain correct continuity and costume database for each character</p> <p>You are learning how to use of Excel to complete petty cash forms and IT software such as Word</p> <p>You have a basic understanding of PowerPoint</p>
<b>Health and Safety Competency</b>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<p>You have read and can understand the H&amp;S Statement and know what applies to the Costume department</p> <p>You can follow health and safety protocols on set and location</p>
<b>Knowledge of who's who on set</b>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<p>You have a basic understanding of who is who and who to go to for particular issues</p>





**Fís Éireann**  
Screen Ireland

