

<b>POLICY NUMBER:</b> 4.16.4	<b>DATE ADOPTED:</b> Feb 19, 2014
<b>POLICY TYPE:</b> General Operations	<b>DATE AMENDED:</b>
<b>POLICY TITLE:</b> Costume & Props Manager Job Description	

## Costume and Props Manager Job Description

### Overview

The Costume/Props Manager is responsible to the Board. She/he is responsible for the care and maintenance of the theatre costume collection and the rental of costumes to outside parties. This position may be occupied by one person or shared.

### Responsibilities

The Costume/Props Manager:

1. Screens donated items for their suitability for the theatre collection. Due to our limited storage space, the following criteria will be considered when deciding what to keep and what to dispose of:
  - a. *Ease of Acquisition:* Can the item in question be obtained without difficulty in thrift stores, or borrowed for the run of the production?
  - b. *Cost of Item:* Can the item in question be purchased/replaced at a reasonable cost?
  - c. *Potential Use/Adaptability:* Does the item allow for adjustment or adaptation to be used in a variety of situations?
  - d. Can the item be put to use within a reasonable time frame?
2. Does an annual clean out of the costumes and props areas, recycling items that are not needed or have lower priority according to the criteria above.
3. Cleans items as needed. Each production is responsible for cleaning costumes after use. Consults with the Board annually when it sets the Dry Cleaning budget.
4. Arranges for a \$50.00 deposit on costume rentals which is refunded upon return in good condition. (This may be waived in special circumstances at the Costume Manager's discretion).
5. Charges rental fees in accordance with a scale set by the Board, using discretion according to individual circumstances.