



TERMS OF REFERENCE FOR
WARKWORTH DRAMA GROUP WARDROBE SUPERVISOR

As Wardrobe Supervisor of the Warkworth Drama Group, you are responsible for the following:

1. Maintenance

- a. Periodically checking the costumes for any signs of damp, mold, moth damage or mildew, and taking any corrective action required.
- b. Ensuring that when costumes are returned post-performance, they are carefully and neatly stored using protective wrapping to prevent damage.
- c. Checking that boxes are in good condition, and not more than $\frac{3}{4}$ full, to protect the costumes.
- d. Should the storage capacity of the boxes be insufficient, raising this at a committee meeting to allow more to be purchased. In the interim, arranging for the storage of any surplus costumes to prevent damage.

2. Cataloguing

- a. Maintaining up-to-date records of all costumes belonging to Warkworth Drama Group. In particular, liaising with the Director of any performance under production to ensure any newly purchased costumes are promptly recorded.
- b. Cataloguing each item with an appropriate box reference and picture, and recording the position of the boxes to make costumes easy to locate.
- c. Ensuring an info sheet for each box is available and easily accessible.
- d. During periodic checks, updating the catalogue, making note of any missing items, or items no longer suitable for use.
- e. Acting as point of contact for any individual wishing to borrow costumes. This can be for sketches, plays, themed evenings or parties.
- f. Recording all items loaned out, including dates required and contact details of individual loaning, and ensuring costumes are returned washed and in good condition.
- g. Recommending suitable items for use in plays/pantomimes or making costume folder available for perusal.

Chairperson, Warkworth Drama Group

I certify that I have read and understood the TORs described above.

Signature:

Name and initials:
(in block capitals)

Date: