



Weston Playhouse Theatre Company
FIRST HAND
Seasonal, full-time

Reports to: Costume Shop Manager
Start Date: Mid May
End Date: end August - early September
Work Week: 6 days, 8-10 hours/day, day off may vary week to week
Housing: Shared room, shared kitchen and bath in company housing

FIRST HAND RESPONSIBILITIES

- Assist Costume Shop Manager with shop administration and maintenance, rentals, scheduling, ordering supplies, and costume fittings for 7-show season.
- Assist in creation of patterns and costume construction for all productions in coordination with Costume Shop Manager and shop staff. This is a hands-on position and requires significant costume construction skills.
- Supervise Stitcher, interns, and other helpers, advising on methodologies for made-to-order and fitting alterations.
- Attend fittings as required; compile notes from fittings.
- Participate in organization and cleaning of fitting rooms and all work areas as necessary
- Pull rehearsal costumes as necessary.
- Prepare alterations from fittings for Stitcher and interns.
- Manage time, including that of any crew members, in an effective manner.
- Attend Tech and Dress Rehearsals with Shop Manager and/or Designer; assist in note-taking and troubleshooting.
- Perform other duties as assigned by Costume Shop Manager.
- Interpret and implement costume crafts and other projects as designed by the Costume Designer. These items may include and are not limited to: hats, jewelry, footwear, armor, foam structures, mechanical costumes, puppets, masks, belts, fans, and purses.
- Fabricate patterns for items through sculpting, drafting, or draping.
- Complete costume craft alterations as necessary.
- Plan and execute the dyeing and painting of fabric as designed by the Costume Designer.
- Wash fabric as needed for the manufacture of costumes.
- Dye, paints, and distresses fabric and garment for productions.
- Fit hats or headwear as needed.
- Manage personal safety while working through use of respirator, dusk masks, and working in a well-ventilated area. Ensure costume interns and other personnel are trained in proper use of safety equipment and techniques.
- Provide support for special events or company projects as needed

REQUIREMENTS:

- Proficiency in costume construction, fabrication techniques; advanced knowledge of cutting, draping and patterning, costume and fashion history; wig styling and makeup experience a plus
- Computer proficiency
- Minimum of 1-2 years professional experience in a costume shop, preferably with supervisory as well as construction duties, or equivalent
- Excellent inter-personal, organizational, collaborative, communication and leadership skills
- Proven experience in time management and work-flow analysis
- Demonstrated experience working on multiple productions within tight timelines and budgets
- Demonstrated knowledge of industry and OSHA standard safety practices
- Positive attitude and sense of humor, ability to work well with diverse personalities
- Ability to thrive in rural area with limited cell phone service
- Ability and willingness to work long days with irregular hours
- Valid driver license with clean record. Own car preferred. All company trips will be reimbursed.

Updated November 2017