



Weston Playhouse Theatre Company
FIRST HAND
Seasonal, full-time

Reports to: Costume Shop Manager
Start Date: May 16, 2019
End Date: August 18, 2019
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 and interns, 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 Designers; 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;
- 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 manage multiple, overlapping productions, projects, and personalities with grace;
- Computer proficiency;
- Ability to thrive in rural area with limited cell phone service;
- Ability and willingness to work long days with irregular hours;
- Valid driver's license with clean driving record; own car with valid, current insurance coverage preferred. Mileage will be reimbursed for all business related trips;

Compensation is between \$450-475/ week, housing included.

Weston Playhouse Theatre is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

To apply, send cover letter, resume, and three references to hire@westonplayhouse.org.

For more information check out our website at <https://www.westonplayhouse.org/>