Weston Playhouse Theatre Company
CUTTER/DRAPER
Seasonal, Full-time Staff

Reports to: Costume Shop Manager
Start Date: May 21, 2020
End Date: August 23, 2020
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
Compensation: $400-450/week, housing included

CUTTER/DRAPER RESPONSIBILITIES

- Lead the creation of costume builds through draping/drafting and fabric cutting for all productions in coordination with Costume Shop Manager and shop staff. This is a hands-on position and requires significant costume construction skills;
- Assist Costume Shop Manager with shop administration and maintenance, rentals, scheduling, ordering supplies, costume fittings, and strike for 7-show season;
- Interpret and implement costume crafts and other projects as designed by the Costume Designers. These items may include, but are not limited to, hats, jewelry, footwear, armor, foam structures, mechanical costumes, puppets, masks, belts, fans, and purses;
- Complete costume craft alterations as necessary;
- Plan and execute the dyeing, painting, or distressing of fabric as designed by the Costume Designers as needed;
- Wash fabric as needed for the manufacture of costumes;
- Fit hats or headwear as needed;
- Attend fittings as required; compile notes from fittings;
- Prepare alterations from fittings for Stitcher and Interns;
- Supervise Stitcher and Interns, advising on methodologies for made-to-order and fitting alterations;
- Participate in organization and cleaning of fitting rooms and all work areas as necessary;
- Pull rehearsal costumes as necessary;
- Manage time, including that of any crew members, in an effective manner;
- Attend Tech and Dress Rehearsals with Shop Manager and/or Designers as needed; assist in notetaking and troubleshooting;
- Perform other duties as assigned by Costume Shop Manager;
- 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 work well with diverse personalities;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;

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- Computer proficiency;
- 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. Must be willing to use personal vehicle for business purposes if necessary. Mileage will be reimbursed for all business-related trips;
- Ability to thrive in a rural area with limited cell phone service.

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 hiring@westonplayhouse.org.

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