

### Section I - Job Identification

<b>Job Title:</b>	Cutter/ Stitcher
<b>Department:</b>	Production
<b>Reports To (Job Title):</b>	Director of Costumes; Wardrobe Supervisor
<b>Employee Status</b>	Temporary; Contract Labor
<b>Compensation</b>	Commensurate with Experience

### Section II - Job Purpose, Scope & Responsibilities

**Job Purpose:** Assist Director of Costumes in development of patterns, construction, and fitting of costumes.

Work Weeks Negotiable, up to 40 hours/week, up to 12 weeks.

Please note: This position may require work hours during evenings, weekends and some holidays.

#### Job Duties and Responsibilities:

1.	25%	Assist Director of Costumes in creation and/or alteration of costume patterns
2.	25%	Assist Director of Costumes in construction of costumes.
3.	10%	Assist Wardrobe Supervisor in theatrical organization such as creation of inventories, labeling of garments, and preparing them for transport.
4.	15%	Assist Director of Costumes with fittings.
5.	15%	Assist with costume alterations.
6.	5%	Help maintain workspace environment.
7.	5%	Other duties as assigned within both the costume and production departments

### Section III - Job Dimensions and Qualifications

<b>Positions Supervised:</b>	None
<b>Internal Contacts:</b>	Director of Costumes, Wardrobe Supervisor, Production Manager, Artistic Director, Director of Education and Community Engagement, Director of Academy, Teaching Artists
<b>External Contacts:</b>	Guest Teaching Artists, Choreographers, Theatre staff, Volunteers
<b>Education Level and Focus:</b>	High School diploma or equivalent experience
<b>Years and Type of Related Experience Required:</b>	Minimum 2 years professional stitching and 1 year cutting/pattern making, preferably in a theatrical costume shop
<b>Professional/Technical Competencies</b>	<ul style="list-style-type: none"><li>• Proficiency in Pattern making, draping, and/or drafting</li><li>• Proficiency in machine and hand stitching.</li><li>• Proficiency in fit and alteration.</li><li>• Knowledge of dance costuming practices, historical costuming, and the ability to work with both fine and stretch fabrics are preferred.</li><li>• Strong organization skills</li><li>• Able to coordinate multiple schedules and maintain deadlines</li><li>• Able to follow directions and take instruction</li><li>• Ability to work independently and with varied personalities both individually, as well as in team setting.</li><li>• Manages multiple priorities and projects.</li></ul>