



First Hand – Job Description

JOB TITLE: First Hand

ALTERNATE TITLES:

REPORTS TO: Costume Shop Manager, Production Manager

JOB TYPE: Seasonal, Salaried

SUPERVISES: Stitchers

GENERAL JOB STATEMENT: Assists the Cutter/Draper in the construction of new costumes and the preparation of stock / rental costumes for use in a production. The first hand advises the costume technicians in the sewing and construction of costumes.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Prepare work for Stitchers.
- Assist Cutter/Draper in fittings, cutting, pattern making, stitching, and alterations.
- Assist in laundering and repair of costumes.
- Complete hand and finish work as assigned.
- Assist Cutter/Draper to determine best construction techniques.
- Maintain clean and safe work environment.
- **Any additional tasks as requested by the Costume Shop Manager or the PM.**

QUALIFICATIONS AND SKILLS:

- Minimum 3 years' experience in theatrical costume construction.
- Knowledge and expertise in costume techniques and materials.
- Ability to work with a team and skillfully delegate work.