



First Hand – Job Description

JOB TITLE: First Hand

ALTERNATE TITLES:

REPORTS TO: Director of Production, Asst. Production Manager, Asst. Head of Costumes, Head of Costumes

JOB TYPE: Seasonal, Salaried

SUPERVISES: Stitches

GENERAL JOB STATEMENT: The First Hand 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 may cut fabrics under the supervision of the cutter/drapers and may cut linings and facings based on the original patterns provided by the cutter/drafter. The first hand advises the stitchers in the sewing and construction of costumes and prepares alterations for the stitchers based on costume fittings.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Prepare work for Stitches.
- Assist Cutter/Draper in fittings, cutting, pattern making, stitching, and alterations.
- Assist in the repair of rented or stock costumes.
- Complete hand and finish work as assigned.
- Assist Cutter/Draper to determine best construction techniques.
- Maintain a clean, organized, and safe work environment
- Any additional tasks as requested by Director of Production, Asst. Production Manager, Asst. Head of Costumes, or Head of Costumes.

QUALIFICATIONS AND SKILLS:

- Minimum 3 years' experience in theatrical costume construction preferred.
- Knowledge and expertise in costume techniques and materials.
- Basic knowledge of costume history.
- Working knowledge of fabric types and their uses.
- Ability to work with a team and delegate work.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.