



Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives and life experiences to the workplace are especially encouraged to apply.

Position: First Hand

Department: Costumes

Reports to: Costume Shop Manager

Classification: Full-Time, Seasonal, hourly non-exempt

Pay: \$21.18

Position Overview:

The First Hand assists the Cutter/Draper in the construction of all new costumes and the alteration of pulled or purchased costumes for each production under the direction of the Cutter/Draper & Costume Shop Manager. The First Hand supervises the Stitchers in the sewing and construction of costumes. The First-Hand works as part of a team to keep a clean and safe work area and to produce garments in a timely manner.

This is a full-time, seasonal position. Benefits include medical, dental, life and long-term disability insurance, paid time off including vacation and sick time, and 401k pension plan with employer match.

Position Responsibilities:

- Assist Cutter/Draper in fittings, cutting, pattern making, stitching and alterations
- Fit, alter, and refurbish pulled, purchased, rented, and/or borrowed costumes for all productions and related events.
- Garment Construction, alteration, and finishing work using both hand and industrial machine stitching
- Assist Cutter/Draper to determine best construction techniques
- Work with the Cutter/Draper to organize and manage work flow of Stitchers by preparing projects and assigning duties.
- Cut all fabric and/or oversee the cutting of all fabric based on patterns
- Assist in pulling and altering rehearsal garments
- Assist in maintenance of costume inventory



- Organize and distribute information relating to the fitting of garments between Draper, Stitcher, Designer, and Costume Shop Manager
- Attend fittings and rehearsals as requested by Costume Shop Manager.
- In costume fittings, take notes for necessary alternations of each costume piece as instructed by the Cutter/Draper.
- Complete assigned costumes with high quality within timeline and budget
- Assist in determination of yardage for fabric and trims as needed
- Stitch as necessary
- Request all needed materials and supplies through Costume Shop Admin in a timely manner
- Assist in the laundering and repair of costumes as needed
- Assist with restock of costume spaces, including notions, garments, accessories.
- Attend regular shop meetings
- Actively participate in creating/maintaining a clean, safe, and healthy work environment.
- Related duties as required by the Costume Shop Manager

Essential Skills and Attributes:

- 2 years previous professional costume shop or sewing experience
- Proficient in the use and maintenance of industrial and domestic sewing machines, blind hemmers, sergers, and industrial irons
- Knowledge of and ability to identify and work with all varieties of fabrics, fibers, thread, and notions
- Thorough understanding of costume construction processes and alterations
- Commitment to a safety-oriented work environment
- Ability to work collaboratively and demonstrate excellent communication skills
- Strong organizational and time management skills
- Ability to work in a fast-paced, energized and quickly changing environment
- A proactive approach to problem-solving with strong decision-making skills
- Detail oriented, able to prioritize efficiently and multi-task
- Ability to be self-directed and take initiative
- Exhibits a positive attitude with good communication and interpersonal skills.
- Supervisory experience and ability to establish and organize priorities for others. Ability to lead others
- Ability to plan ahead and anticipate potential setbacks, and to resolve conflict and crisis calmly and succinctly.



Preferred Skills and Qualifications:

- Firm background in costume history
- Knowledge of textiles, fabrics, and fabrications
- Willingness to learn
- Organizational and administrative skills; proficiency in Microsoft Office and Outlook
- Ability to teach new or different stitching techniques to Stitchers as needed.

Work Environment and Physical Demands:

- Comfortable opening/closing shop
- Able to work with your hands for 2-4 hours at a time
- Specific vision abilities required by the job include close vision and the ability to discern color and fine detail
- Must be able to lift 25 Lbs. unassisted
- Must be able to climb stairs
- Prolonged periods of standing at work table.
- Typical hours are during the day, but the position requires the flexibility to be available for weekend, holidays and evening work hours as needed.
- Driver's license.

All employees are required to receive the COVID19 vaccination unless a reasonable accommodation has been approved.

Cincinnati Playhouse in the Park continues to monitor the pandemic situation. Qualified candidates will be expected to comply with Playhouse's health and safety plan – while at work and outside work – that continues to be updated per latest state and Federal guidelines.

The physical demands and safe working expectations described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without reasonable accommodation.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

Employment is contingent upon successful completion of a background check.



To Apply:

Qualified candidates should submit a cover letter, resume, and references to Gordon DeVinney, Costume Shop Manager (gordon.devinney@cincyplay.com) and Amy Stier, Payroll & Benefits Specialist (amy.stier@cincyplay.com) . Review of materials will be done on a rolling basis until the position is filled. No phone calls, please.