



*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  
**Position Start Date:** August 31, 2026  
**Salary Range:** \$21.42 per hour

**Position Overview:**

The First Hand is an integral part of the Costume Shop team. Primary function consists of assistance with building, modifying, and preparing costumes for all shows in the Playhouse season. They work closely with the Cutter/Draper to execute patterns, construction methods, and garment finishing to a high standard. The First Hand will also attend fittings as needed, document alteration needs, help organize Stitcher workflow, and ensure clear communication among the Draper, Designer, and Costume Shop Manager.

**Position Responsibilities:**

- Support fittings, pattern development, and garment construction under the direction of the Cutter/Draper.
- Execute the construction, alteration, refurbishment, and finishing of costumes—whether pulled, purchased, rented, or borrowed—using appropriate hand and machine stitching techniques as assigned by supervisory staff.
- Collaborate with the Cutter/Draper to assess garment needs and recommend suitable construction methods and techniques.
- Assist in coordinating Stitcher workflow and task assignments in alignment with project priorities established by the Cutter/Draper.
- Cut fabric or oversee fabric cutting based on patterns and specifications provided by the Cutter/Draper.
- Pull, alter, and prepare rehearsal garments as directed by the Costume Shop Manager to ensure timely rehearsal readiness.
- Support costume inventory management, including tracking, upkeep, and restocking of costume shop and storage areas, under the supervision of the Costume Shop Manager.
- Attend fittings as requested and accurately record notes and instructions provided by the Costume Shop Manager, Cutter/Draper, or Costume Designer.
- Organize, document, and distribute fitting information to the Draper, Stitchers, Costume Designer, and Costume Shop Manager to ensure accurate communication and workflow continuity.
- Complete assigned costume pieces in accordance with established quality standards, production schedules, and budget parameters under the supervision of the Cutter/Draper.
- Assist in estimating yardage, trims, and related materials to support purchasing and production planning.
- Submit material and supply requests to Costume Shop Administrators in accordance with established shop procedures and timelines.
- Perform laundering, mending, and minor repairs to maintain costume functionality and readiness for rehearsals and performances.
- Participate in regular shop meetings and contribute to planning discussions as a member of the costume department.
- Maintain a clean, safe, and organized work environment in compliance with shop standards and safety protocols.
- Perform additional related duties as assigned by the Costume Shop Manager to support departmental operations.



**Essential Skills and Attributes:**

- Demonstrated proficiency in operating and maintaining industrial and domestic sewing machines, sergers, blind hemmers, and industrial irons.
- Minimum of two years of professional experience in a costume shop or related sewing environment.
- Comprehensive knowledge of costume construction, alteration techniques, and standard garment-making processes.
- Ability to identify, select, and work effectively with a wide range of fabrics, fibers, threads, and notions.
- Strong organizational, time-management, and multitasking abilities, with a high level of attention to detail.
- Ability to work collaboratively within a team environment and communicate clearly and professionally with colleagues at all levels.
- Demonstrated ability to take initiative, work independently, and proactively solve problems using sound judgment and decision-making skills.
- Capacity to work effectively in a fast-paced, dynamic environment while adapting to shifting priorities and deadlines.
- Supervisory capability, including the ability to lead others, delegate tasks, and establish clear priorities for team members.
- Ability to anticipate challenges, plan ahead, and respond calmly and constructively to conflict or crisis situations.
- Commitment to maintaining a safe, clean, and respectful work environment in accordance with shop and organizational safety standards.
- Positive, professional attitude with strong interpersonal skills and a collaborative approach to workplace interactions.

**Preferred Skills and Qualifications:**

- Strong foundational knowledge of costume history.
- Working knowledge of textiles, fabrics, and fabrication methods.
- Demonstrated willingness to learn and adapt to new techniques or processes.
- Effective organizational and administrative skills, including proficiency with Microsoft Office and Outlook.
- Ability to teach and demonstrate stitching techniques to Stitchers as needed.

**Work Environment and Physical Demands:**

- Ability to open and close the shop independently.
- Ability to perform hands-on work for extended periods (2–4 hours).
- Close-vision capability, including accurate color and fine-detail discernment.
- Ability to lift up to 25 lbs. unassisted.
- Ability to climb stairs as required.
- Ability to stand for prolonged periods at a worktable.
- Flexibility to work daytime hours with availability for evenings, weekends, and holidays as needed.
- Valid driver's license.

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.



**To Apply:**

Qualified candidates should submit a cover letter, resume, and references to Gordon DeVinney, Costume Shop Manager ([gordon.devinney@cincyplay.com](mailto:gordon.devinney@cincyplay.com)) and Valerie Perez, Assistant Production Manager ([valerie.perez@cincyplay.com](mailto:valerie.perez@cincyplay.com)). Review of materials will be done on a rolling basis until the position is filled. No phone calls, please.