

# First Hand

**DEPARTMENT:** Production – Costumes

**FT or PT:** FT

**CLASSIFICATION:** IATSE Over-Hire, Seasonal Hourly

**SCHEDULE:** Weekdays, weeknights, holidays and some weekends

**STATUS:** Non-exempt

**REPORTS TO:** Draper, Costume Shop Manager

## STATEMENT OF JOB

It is the job of the First Hand to assist the Cutter/Draper in whatever way it best serves the production.

## JOB DUTIES

- Assist the Draper in laying out and cutting of garments as assigned.
- Act as primary source of information regarding construction of garments. It is your job to try and answer as many questions as possible from the seamstresses so that the Draper may concentrate on patterning.
- Obtain as much information as necessary about each garment's construction.
- Carry out construction assignments as given, asking questions and/or offering alternative methods if they seem appropriate.
- Confer with drapers, shop foreman, shop manager and/or assistant shop manager and seamstresses in helping to set up construction and fitting deadlines and assignment of garments to seamstresses.
- Keep abreast of the construction process.
- Attend costume shop staff meetings, as well as special conference meetings.
- Stock supplies as they come in.
- Monitor supplies and advise buyer or shop manager when things are getting low.
- Clean and oil personal machine and remind seamstresses to do the same

In addition to the duties listed above, the Playhouse expects the following of each employee: adheres to LJP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes

workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in LJP events as needed or required; and completes other duties as assigned.

## QUALIFICATIONS

- Familiarity with pattern making, either flat-pattern or draper method.
- Familiarity with a wide variety of fabrics and their attributes.
- Familiarity with the design process.
- Familiarity with the history of costume and costume/clothing construction.
- Knowledge of construction techniques and a high level of skill and experience.
- Ability to work under pressure and meet deadlines.

**To Apply:** Please send resume and references along with a cover letter to [productionjobs@ljp.org](mailto:productionjobs@ljp.org). No phone calls please.

La Jolla Playhouse is an Equal Opportunity Employer and is committed to achieving a diverse workforce.

Employment decisions are based on needs of the organization, job requirements and individual qualifications without regard to race, gender, religion, age or belief and encourages applicants of all backgrounds to apply.

Revised 7/25/17