

First Hand

- DEPARTMENT:** Costumes
CLASSIFICATION: IATSE Hourly
STATUS: Non-Exempt (hourly)
PAY: \$26.97/hr
LOCATION: La Jolla, CA on the beautiful campus of the University of California, San Diego
SCHEDULE: Weekdays, some weeknights, some weekends & holidays, some overtime
REPORTS TO: Lead Draper/Tailor, Costume Supervisor
WORKS WITH: LJP Staff, Visiting Artists & Designers, IATSE Labor, UCSD Residents
- POSTING DATE:** June 2022
TO APPLY: Submit a cover letter, resume and references to productionjobs@ljp.org. Please include in the subject line – “First Hand”

ORGANIZATION OVERVIEW

La Jolla Playhouse is a place where artists and audiences come together to create what's new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Tony Award winner Christopher Ashley, the Rich Family Artistic Director of La Jolla Playhouse, and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, including mounting 105 world premieres, commissioning 60 new works, and sending 33 productions to Broadway, garnering a total of 38 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre. These works include the Broadway hits *Come From Away*, *Diana* and *Memphis*, all directed by Ashley; *The Who's Tommy*; the Pulitzer Prize-winning *I Am My Own Wife*; and *Jersey Boys*.

La Jolla Playhouse is committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. La Jolla Playhouse is proud to be an Equal Opportunity Employer (EOE).

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STATEMENT OF JOB

Under the direction of the Lead Draper/Tailor and Costume Supervisor, the First Hand serves as a key member of La Jolla Playhouse's Production Department Staff. The person occupying the position works in a fast-paced and detail-critical environment. The First Hand assists the Lead Draper/Tailor and Overhire Drapers with costume builds, fittings, and alterations from the build start date through opening for all assigned La Jolla Playhouse productions. The First Hand, in conjunction with the Lead Draper/Tailor and the Costume Supervisor, takes a secondary role in communication with Designers, IATSE Wardrobe personnel, Production Management, and La Jolla Playhouse Management to ensure successful execution of all designed costume elements. The strongest candidate is a skilled technician and artist committed to the artistic vision, mission and values of La Jolla Playhouse.

ESSENTIAL JOB DUTIES

- Assist the Draper in the laying out of patterns and cutting of garments as assigned.
- Provides instruction to Stitchers and other costume shop IATSE personnel regarding garment construction, alterations, and notes. Answer questions and consult Lead Draper/Tailor as necessary.
- Assist in the selection of costume build materials and calculation of yardages.
- Carry out construction assignments as assigned.
- Confer with Drapers, Costume Supervisor, and other costume shop personnel to assist in the creation of the build schedule, fitting schedule, and stitching assignments.
- Assist in measuring actors as requested by the Lead Draper/Tailor and Costume Supervisor and maintain the measurement sheet notebooks.
- Attend fittings and provide assistance as requested by the Lead Draper/Tailor, Costume Supervisor, and Costume Designer.
- Be innovative in the research, development, and creation of unusual specialty items as called for in the scripts for LJP productions.
- Advise Costume Supervisor of any issues arising out of the build process and offer solutions if applicable.
- Aid in the completion and delivery of rehearsal mock ups as needed.
- Pull costumes, establish priorities, prepare notes, plan work flow, and maintain records of work done for morning note calls during technical rehearsals.
- Ensure that assigned costume shop workspaces are kept in a clean, organized, and safe manner.
- Communicate with Costume Supervisor regarding equipment condition to ensure that all needed equipment maintenance is carried out in regular intervals.
- Assist in the organization, restock, and maintenance of costume shop resources, including garments, fabric and notions, tools, supplies, and equipment.
- Assist the Wardrobe Supervisor and Dressers in the repair and maintenance on items in use in current production if beyond capabilities of the crew.
- Inventory, prepare, and pack costume pieces for shows with future productions scheduled outside of the La Jolla Playhouse.
- Unpack, fit, repair, and repack costume pieces on received co-productions.
- Read and respond to company email in a timely fashion.

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- Attend costume shop staff meetings.
- Perform all work in a timely, safe and sensible manner.
- Be an active participant in LJP's work towards being a more equitable, diverse, and inclusive workplace.
- Perform other duties as assigned in collaboration with theatre personnel, professional creative teams, staff, management and other visiting artists.

REQUIREMENTS & PROFICIENCIES

- Demonstrated experience as a first hand in a professional costume environment or a combination of equivalent experience and training.
- Working knowledge of costume construction related disciplines including flat patterning, draping, cutting, costume fitting procedures and etiquette, alteration techniques, machine sewing (industrial and domestic), hand sewing, and safe use and maintenance of costume shop machinery.
- Working knowledge of costume history, period garment construction, and costume construction materials such as fabrics, interfacing, closures, and other notions.
- Willing to experiment with new materials and learn new techniques.
- Come to work promptly and regularly.
- Knowledge of and dedication to safe working practices, OSHA 10 a plus.
- Possess strong critical thinking skills, an eye for detail, ability to problem solve, excellent organizational skills, and be able to carry out projects from beginning to end.
- Able to work under the stress of deadlines and adapt to changing priorities while maintaining a positive and productive attitude.
- Able to handle a high volume of work and attend to numerous projects concurrently.
- Occasionally lift/move 20lbs-50lbs.
- Commitment to uphold and meaningfully engage with the mission, vision, and values of La Jolla Playhouse.
- Being fully vaccinated against COVID-19 by an FDA approved vaccine is a condition of employment.
- Access to reliable transportation.