

Actors Theatre of Louisville
STITCHER (SEASONAL)
Posted: 03/2019

Position: Stitcher (Seasonal)
Reports To: Costume Director
Department: Costumes
FLSA: Non-Exempt
Start Date: Tuesday, July 23, 2019
End Date: Sunday, March 29, 2020

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position of Stitcher (Seasonal).

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice.

Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors' vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field.

Costume Department Mission:

The Costume Department is composed of workroom staff, design assistants, a wardrobe team, wig artists, and a seasonal costume apprentice; we embrace this organization's core values and strive to realize the design possibilities set out by this our ambitious production calendar.

Every member of this department is recognized as a valuable team member that helps achieve a costume designer's specific vision. Emphasizing clear communication, teamwork, and specific expectations, the Costume Department is able to approach a wide-variety of theatrical challenges and deliver quality work.

The Costume Department is also committed to working towards the creation of a respectful environment wherein any person feels they can freely, safely, and wholly contribute their work, their artistry, and themselves as theatre artists.

Summary of Position:

Working under the staff Draper/Tailor and staff First Hands, the Stitcher is responsible for constructing, altering and refurbishing costumes for every Mainstage, Holiday, and Humana Festival production at Actors Theatre of Louisville.

The essential functions include, but are not limited to the following:

Essential Functions:

- Construct, alter, and/or refurbish costumes as instructed by the Draper/Tailor and First Hands.
- Complete notes from all costume fittings, technical rehearsals, and previews.
- Maintain Actors Theatre of Louisville quality standards, ensuring that all work is completed accurately and on schedule.
- Ensure the workroom is properly stocked with necessary supplies and materials; inform the Costume Director of any supplies that need to be ordered or purchased.
- Promote a functioning, safe, and comfortable work environment for all workroom and department personnel.
- Maintain a clean and organized workspace.
- Ensure that equipment and supplies are properly maintained.
- Keep informed about industry standards, new techniques and products.
- Attend weekly Costume Department meetings, in addition to any other meetings as requested or scheduled.
- Mentor and instruct the Professional Training Company costume apprentice with specific costume construction projects as assigned.
- Provide costume support for other organization events as assigned.
- Carry out other duties and responsibilities that may be assigned by the Costume Director, Draper/Tailor, or First Hands.

Knowledge, Skills and Abilities:

- Working knowledge of costume and/or fashion history.
- Proficient knowledge of various costume construction skills and techniques, to be completed by machine or by hand.
- Proven skill in constructing and tailoring of clothing, potentially from a variety of fashion periods, for any gender.

- Proficiency in the operation of all costume shop equipment and tools, including industrial and/or home sewing machines, industrial irons, etc.
- Basic knowledge of costume equipment maintenance.
- Ability to follow directions accurately, either given verbally or provided on handwritten notes.
- Excellent organizational, communication, and interpersonal skills.
- Be a highly motivated, proactive self-starter, with the ability to work in and foster a team-focused environment.
- Ability to work in a sometimes fast-paced organization, while maintaining a professional demeanor at all times.
- Ability to multi-task.
- Ability to sit at company-provided sewing machines for extended periods of time during the workday.
- Ability to lift and carry up to 30 pounds either independently or with assistance.
- Ability to stand, squat, crouch, and kneel.

Minimum Qualifications:

- Associate degree in Theatre (or related field), or comparable professional experience, with training in costume or garment production.
- Prior costume or garment construction experience beyond an academic setting.
- Ability to work Tuesday through Saturday, typically 9am to 6pm, with some additional work calls during technical rehearsals.

Preferred Qualifications:

- Minimum of one year (or season) of professional experience with costume construction.
- Prior experience mentoring or teaching early career costume technicians.
- Visual documentation of previous costume construction projects, and the ability to share that documentation during the application process.

Compensation:

Compensation for this position is \$510 per week. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off, and a 403(b) retirement plan.

To Apply:

Applicants for this position should email cover letter, resume, three (3) professional references, and a portfolio link to:



Kevin E. Moore, Managing Director

Mike Floyd, Costume Director
MFloyd@actorstheatre.org

cc: Marie Tull, Human Resources Manager
MTull@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.