

**Actors Theatre of Louisville
FIRST HAND (SEASONAL)
Posted 03/2019**

Position: First Hand
Reports To: Costume Director
Department: Costumes
FLSA: Non-Exempt
Start Date: Tuesday, July 16, 2019
End Date: Sunday, March 29, 2020

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, invites applications for the position of First Hand (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, the First Hand will assist in the pattern making, cutting, construction, fitting, alteration, and refurbishment of 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:

Production:

- Measure visiting and local talent for productions.
- In conjunction with the Draper/Tailor, research any period styles and techniques necessary to complete each costume.
- Cut and assist in the construction of costumes as instructed or assigned by the Draper/Tailor or Costume Director.
- Work with Draper/Tailor on establishing a plan for effective and continued workflow in the shop.
- Supervise and instruct stitchers in the completion of each costume.
- Complete notes from all fittings as prioritized by the Draper/Tailor.
- Maintain Actors Theatre of Louisville quality standards, ensuring that all work is completed accurately and on schedule.

Costume Fittings:

- Assist the Draper/Tailor in assigned costume fittings for each production.
- Make sure all costume pieces and fitting needs are prepared and present for fittings, as scheduled.
- Record all notes pertaining to costumes during each fitting, and then prepare those notes for the workroom staff.

Costume Workroom:

- Ensure the workroom and fitting room are 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 and new products.

Other:

- Ensure that all patterns, fabrics and trims are properly stored.
- 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 and draping projects as assigned.
- Provide costume support for other organization events as assigned.
- Carry out other duties that may be assigned by the Costume Director or Production Management.

Knowledge, Skills and Abilities:

- Working knowledge of costume history.
- Proficient knowledge of costume construction skills, including machine and hand sewing, cutting, patternmaking and tailoring.
- Proficiency in the operation of all costume shop equipment and tools.
- Basic knowledge of costume equipment maintenance.
- Excellent organizational, communication, and interpersonal skills.
- Ability to supervise and mentor additional team members.
- Be a highly motivated, proactive self-starter, with the ability to work in and foster a team-focused environment.
- Ability to work in a fast-paced environment, while maintaining a professional demeanor at all times.
- Ability to multi-task and manage multiple projects.
- Ability to stand for extended periods of time.
- Ability to lift and carry up to 30 pounds either independently or with assistance.
- Ability to climb ladders and stairs.
- Ability to walk, squat, crouch, and kneel.

Minimum Qualifications:

- Associate degree in Theatre (or related field), or comparable professional experience, with training in costume or garment production, patternmaking, and tailoring.
- Minimum of 3 years of professional experience with costume patternmaking and construction, for both men's and women's clothing.
- Ability to work Tuesday through Saturday, typically 9am to 6pm, with some additional work calls during technical rehearsals.

Preferred Qualifications:

- Prior experience as First Hand (2+ years).
- Prior experience mentoring or teaching early career costume technicians.

- Visual documentation of previous costume and garment construction, and the ability to share that documentation during the application process.

Compensation:

Compensation for this position is \$640 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, and three (3) professional references to:

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.