



## **JOB DESCRIPTION: FIRST HAND**

Revised as of: 2/12/2024

**Job Title:** First Hand

**Reports To:** Costume Shop Manager

**Department:** Production/Costumes

**FLSA Classification:** Seasonal Full-Time Non-Exempt

**Rate:** \$19.00/hour, Time and a half after 40 hrs

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are strongly encouraged to apply.

**General Statement of Job Function:** The First Hand assists the Draper with the cutting, assembling, stitching and completion of garments for productions. The First Hand will also oversee a team of Stitchers in the completion of garments for productions.

*Please be advised that the current representation for this position is under IATSE Local 84. The benefits outlined will apply until a formal agreement is reached between IA and Goodspeed. It's important to note that these benefits may be subject to adjustments based on the outcome of ongoing negotiations. Candidates do not need to be union to apply.*

### **Principle Duties and Responsibilities:**

- Cuts and sews fabric based on the instruction of the Draper
- Prepares alterations and construction projects for Costume Stitchers.
- Attends costume fittings as needed/requested.
- Instructs stitchers on the construction and/or alteration of costumes, in tandem with Draper.
- Work with Wardrobe Supervisor to ensure all pieces are labeled correctly with actor initials, show, character as needed.
- Complete all costumes for the first dress rehearsal of each production, in tandem with the Cutter/Draper, as approved by the Designer.
- Completes all final alterations, trims, and corrections by the first public preview of the production.
- Cleans and maintains equipment.
- Maintains a safe, healthy and clean work /shop environment.
- Performs other related work as required.

**Required Qualifications & Skills:** Understanding of pattern drafting; Understanding of draping principles and drafting from draping; Knowledge of other costume machinery including but not limited to irons, sergers, industrial sewing machines, and the grommet punch; Knowledgeable about a variety of hand sewing techniques; Able to follow directions and problem solve; Able to repeatedly climb four flights of stairs while carrying 40 pounds; Able to stand up 4-6 hours; Able to work long hours during heavy build and tech periods; Availability nights, weekends, and the occasional Holiday.

**Preferred Qualifications & Skills:** Knowledgeable of costume and fashion history; Knowledgeable of fabric types and their uses for the stage; Excellent time management skills; Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge; Good interpersonal and communication skills; Good organizational skills; Valid driver's license with safe driving record.