

OREGON **BALLET** THEATRE

Title: Stitcher
Department: Costume Shop - Production
Position Status: Seasonal, Part-Time, Non-Exempt
Effective Date: January 15 to February 23, 2018

General Description: The Stitcher reports to the Costume Shop Supervisor and shall be tasked primarily with altering and repairing costumes for Oregon Ballet Theatre's production of *Alice (in Wonderland)*. The successful candidate will work independently and as a team player. The role requires the ability to communicate and coordinate with various constituencies from artists and staff, and sometimes vendors and contractors. Knowledge of costume shop operations, or previous experience as a Stitcher, with strong aptitude to manage deadlines and budgets, and work in a dynamic environment, are essential.

Essential Duties and Responsibilities:

- Ability to operate a variety of sewing machines including industrial single needle, zig zag, Mellow serger, and/or other domestic machines;
- Perform alterations and repairs to rented or stock costumes;
- Complete alterations from fittings;
- Finish construction of costumes built by any member of the shop and continue to alter as needed to fulfill show needs;
- Communicate with other team members concerning problems and possible solutions;
- Assist in other areas of the shop as directed by the Costume Shop Supervisor.

Qualifications for Success:

- Demonstrated experience in machine & hand sewing techniques
- Ability to work effectively under pressure and meet deadlines
- Positive attitude and exceptional work ethic.
- Strong written and verbal communication skills.
- Excellent attention to detail and organizational skills.
- Ability to work independently and with others as a team.

Education and Experience:

- Minimum of two years of experience in the construction of theatrical costumes
- Proficiency with Microsoft Office Suite applications, including Word, Excel, and PowerPoint.
- Basic math skills, managing budgets, and valid Oregon Drivers' License are required.

Physical Requirements & Working Conditions:

The work requires good manual dexterity, some lifting (up to 50 lbs.), and frequent standing, bending, fingering, walking, kneeling, and stooping. There are periods of repetitive motion of the hands and wrists. The working environment is inside the costume

OREGON **BALLET** THEATRE

shop or backstage and in the dressing rooms of the theater. The role works with a variety of chemicals, including soaps, cleaning fluids, solvents, dyes, and other backstage work requires the ability to work in dim light. Work is required evenings and on weekends.

Other Information:

The above information is designed to outline the essential functions and position requirements of this job. It does not identify all tasks that may be expected nor does it address the performance standards that must be maintained.

Oregon Ballet Theatre is an equal employment opportunity employer. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state or federal law. This policy applies to all personnel activities including employment, promotion, compensation and termination.

Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.