



Title: Draper
Department: Costume Shop (Production)
Position Status: Seasonal/Project-Based, Hourly, Non-Exempt
Effective Date: Upon Hire

General Description:

The Draper is responsible for the costume creation process. The role requires the ability to interpret the costume designer's original designs and produce custom patterning, manage all facets of the construction process to conclusion, and perform alterations, fittings, and maintenance of all clothing items. The Draper reports to the Costume Shop Supervisor.

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Collaborate with Costume Designer and Shop Supervisor to execute rendered designs; and draft and/or drape respective costume pieces
2. Direct costume shop staff, including First Hand and Stitchers, on the accurate construction of each costume
3. Perform or supervise cutting of fabric from patterns
4. Assist with costume fittings and tailor or alter costumes as needed
5. Calculate yardage and needs (notions, zippers, etc.) for each costume
6. Attend rehearsals and performances to assist with alterations and notes as needed
7. Proficient in operating and troubleshooting sewing machines & costume shop equipment
8. Maintain a clean work area.

Position Competencies:

1. Strong interpersonal skills with ability to work in a team and effectively delegate tasks to others.
2. Work effectively under pressure, meet deadlines, and communicate during times of high activity with distractions.
3. Understanding of how movement from dance relates to theatrical costume constructs.
4. Sew by hand and operate industrial sewing machines and other costume shop equipment.
5. Knowledge of theatre production preferable.

Organization-Wide Competencies:

At OB, we are creating a culture where all of us exhibit the following values and competencies:

1. Acknowledge and learn from our mistakes
2. Celebrate our successes
3. Treat each other with kindness, dignity and respect
4. Communicate frequently, directly and openly
5. Advance diversity, equity and inclusion
6. Global & Cultural Awareness

Supervisory Responsibility:

This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions in the department.

Education & Work Experience:

3-5 years' experience, or formal training, in the design and construction of theatrical costumes or clothing with understanding of how movement from dance relates to theatrical costume constructs. Sew by hand and operate and maintain industrial sewing machines and other



costume shop equipment. Strong interpersonal skills with ability to work in a team and effectively delegate tasks to others. Valid Drivers' License and access to an automobile when working. Background or experience in ballet preferred but not required.

Preferred Education and Experience:

1. Three years' experience or formal training in the design and construction of theatrical costumes or clothing
2. Understanding of how movement from dance relates to theatrical costume constructs.
3. Basic math skills, managing budgets.
4. Strong interpersonal skills with ability to work in a team and effectively delegate tasks to others.
5. Valid Drivers' License required.

Work Authorization/Security Clearance:

A personnel security background investigation must be conducted. This is only done after a conditional offer of employment is given to an individual.

Physical Requirements & Working Conditions

This job operates in a professional costume shop and in the dressing rooms of the theatre. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; have good manual dexterity, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move products and supplies, up to 50 pounds. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Type/Expected Hours of Work:

This is a seasonal/project-based position. Days and hours of work are usually Monday through Friday, 9 a.m. to 5 p.m. but can vary if part-time hours are allocated to a project. This position occasionally requires evening hours and weekend work in theater dressing rooms

Travel:

Travel is minimal and is primarily local during the business day.

AAP/EEO Statement:

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.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____