

# OREGON BALLET THEATRE

**Title:** Stitcher  
**Department:** Production/Costume Shop  
**Position Status:** Seasonal/Project-Based, Part-Time, Non-Exempt  
**Effective Date:** March 1, 2023- June 2, 2023

## **General Description:**

The Stitcher shall be tasked primarily with building, altering and repairing costumes for Oregon Ballet Theatre's Costume Shop. The successful candidate will be able to take direction and work well as a team player, as well as communicate clearly and effectively with other team members. Previous work experience as a Stitcher, and knowledge of proper garment construction & finishing techniques is required. The position reports to the Costume Shop Manager.

## **Essential Duties and Responsibilities:**

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

1. Follow costume build instructions as directed
2. Perform alterations and repairs as directed
3. Operate a variety of sewing machines including industrial single needle, zig zag, overlock, and cover stitch machines.
4. Communicate questions or concerns directly and clearly with other team members and offer possible solutions.
5. Assist in other areas of the shop as directed by the Costume Shop Supervisor.

## **Position Competencies:**

1. Demonstrated experience in machine & hand sewing techniques.
2. Ability to work independently and with others as a team.
3. Possess knowledge of proper garment construction & finishing techniques
4. Strong time management skills. With the ability to work effectively under pressure and meet deadlines.
5. Positive attitude and exceptional work ethic.
6. Possess excellent organizational skills.

## **Organization-Wide Competencies;**

At OBT, 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

**Education and Work Experience:**

Minimum of 2 years' experience in the construction of theatrical costumes. Proficiency in Microsoft Office Suite of products, including Word, Excel, and PowerPoint. Background or experience in ballet preferred but not required.

**Preferred Education and Experience:**

1. 2 years' experience in construction of theatrical costumes.
2. Proficient in use of Microsoft Office Suite of products, including Word, Excel, and PowerPoint.

**Work Authorization/Security Clearance:**

OBT conducts background checks after a conditional offer of employment is made. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

**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 part-time position. Days and hours of work are typically 9 am to 5 pm; however contingent on dates and times performances are scheduled in the theatre venues. This position occasionally requires extended hours and weekend work.

**Travel:**

Travel is primarily local during the business day

**AAP/EEO Statement:**

Oregon Ballet Theatre is committed to advancing equal employment opportunities. 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. We are committed to a diverse and cultural inclusive workplace in which our differences broaden our awareness, enrich our daily experiences and contribute to our collective strengths. 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 \_\_\_\_\_