



Position Description December 2023

Title: Stitcher
Department: Production- Costume Shop
Position Status: Hourly, Nonexempt
Salary: \$18/per hour
Effective Date: Project Dates March 4 – June 15, 2024

Position Overview:

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 Functions:

- Follow costume build instructions as directed.
- Perform alterations and repairs as directed.
- Operate a variety of sewing machines including industrial single needle, zig zag, overlock, and cover stitch machines.
- Communicate questions or concerns directly and clearly with other team members and offer possible solutions.
- Attend meetings as requested.
- Other duties as assigned.

Experience and Skills:

- 2 years' experience in theatrical costume construction
- Demonstrated experience in machine & hand sewing techniques.
- Ability to work independently and with others as a team.
- Must be able to multi-task and move fluidly between the roles of this position.
- Requires a team-oriented person who understands the dynamic of working with a diverse team to achieve organizational goals.
- Positive attitude and exceptional work ethic.
- Excellent communication, collaboration, and problem-solving skills.

Equity:

OBT is committed to a diverse, racially, and culturally inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.

Our Culture:

Across our organization, OBT is committed to creating a culture characterized by the following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork. Diverse, Equitable, and Inclusive. Disagree well. Compassionate. Ambassadors. Accountable.

Accommodations:

As part of our commitment to equity, OBT will provide reasonable accommodation to enable individuals who are



differently abled to perform the primary responsibilities for the job.

Security Clearance:

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews results of each background check individually and assesses them on a case-by-case basis for context and relevance to the job.

Working Conditions:

This job operates in a shared professional workspace which includes rehearsal studios, as well as in large public theaters during performances. COVID vaccinations, including boosters, as eligible are required. While performing the duties of this job, the employee is occasionally required to stand, walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule:

This is an hourly nonexempt position. Hours are 40 hours per week unless otherwise noted in the work week schedule provided by OBT. Regular days and hours of work are scheduled Monday through Friday between 9am - 6pm.. If working on a Saturday or Sunday a day(s) off will be given during the week to adhere to a 5-day work week. Hours will be monitored to not exceed full-time employment of 40 hours a week. Occasional weekend hours are required.

Supervisory Responsibility:

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

Compensation:

Compensation for this position is \$18 per hour. Benefits include paid Sick Leave and complimentary tickets to OBT performances.

Travel:

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

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.