



Job Description

Position: Cutter/ Draper
Department: Production
Reports to: Costume Shop Manager

The primary responsibility of the Cutter/Draper (a full time, hourly position) is the creation of costumes; interpretation of original design work and custom patterning based on the design, and all facets of the construction process for the costumes as well as alterations, fittings, and maintenance of pulled or rented clothing items. The Cutter/Draper instructs the First Hands, Stitchers, as appropriate to the assigned project.

The Cutter / Draper works with the Assistant Costume Shop Manager and Costume Shop Manager to meet construction and fitting deadlines; may assist in other costume production areas as directed by the needs of the production; attends rehearsals and works with designers to meet artistic goals. The Cutter/Draper may act as the supervisory designee for Costume Shop Manager or Assistant Costume Shop Manager as deemed necessary. The Cutter/Draper; supervises, mentors and provides hands-on training for interns and conservatory students.

PCPA values excellence and professionalism in all aspects of its company and public life. Integral to this position is the demonstration of practical initiative; respectful, courteous and cooperative relationships; affirmative, efficient and ethical working practices. Successful PCPA employees derive deep personal fulfillment from the exemplary completion of their duties, and in the flexibility required to respond to emergent challenges and opportunities, in accomplishment of the evolving work of the theatre and its training programs. PCPA expects a strong commitment to the mission of the theatre in service to task, colleague, company and community.

Examples of Duties:

- Discusses assigned designs with Designer and Costume Shop Manager
- Works as liaison between Designer and Costume Shop within the financial and time constraints to maintain artistic intent.
- Serves as the communication link for designers, Costume Shop Manager, and staff.
- Calculates yardage estimates and needs (notions, zippers, etc.) for each costume.
- Instructs the first hand and stitchers on the accurate construction of costume.
- Performs drafting or draping of costume pieces for rendered designs.
- Tailors or alters costumes, as needed.
- Supervises and/or attends fittings of constructed or pulled costumes.
- Assists in the restocking or reorganization of costume warehouse and other storage areas.
- Attends rehearsals, dress rehearsals and preview performances to take necessary costume notes, as needed.
- Assist in other shop areas, as needed.
- Supervises the Technical Conservatory students as well as interns in costume lab classes.

- Attends all costume shop meetings.
- Cleans and maintains equipment.
- Stocks and monitors shop supplies.
- Maintains a safe, healthy and clean work /shop environment.
- Performs other related work as required.

Qualifications:

- Working knowledge of all aspects of theatre production.
- Knowledge of textiles and costume history.
- Thorough understanding of the costume design and construction processes and all the related aspects of the overall theatre production process.
- Specialized training or experience with tailoring, altering and original pattern creation.
- Strong organizational and budgeting skills.
- Ability to work productively under time pressures and meet deadlines.
- Excellent communication skills –written, oral, visual.
- Bachelor’s Degree or a Certificate of completion from a suitable training program, and 2-4 years experience in a similar position required.

Special Qualifications:

- Evidence of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of staff and students, and to staff and students with disabilities.

Other Requirements:

- Possess a valid California Drivers license and have access to a vehicle for transportation to and from business related events.

Work Conditions:

- Ability to work long hours and work with a flexible schedule.
- May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.
- Must be willing to travel and work at various sites.
- Must be willing to work outdoors in all weather conditions while using the appropriate safety procedures.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, and/or materials.

Physical Demands:

- This position will assist students and staff to move/carry theatrical costumes, fabric, and other theatrical costume related material weighing up to 50 pounds.
- This position will need to frequently communicate with students and staff in a noisy costume shop and theater environment.
- This position will need to ascend / descend ladders to access costumes, and costume accessories in storage areas and in the shop.
- This position will need to constantly work with fabrics and costume accessories.
- This position will need to work closely with actors in various states of dress and position themselves around the body of the actor.