



PACIFIC CONSERVATORY THEATRE

### **Job Description**

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

The Cutter/Draper (a full-time, hourly position) organizes and executes the construction of costumes as required by the Costume Shop Manager and Costume Designer. This position will interpret original design work and create custom patterns and builds based on the design, as well as completing fittings, alterations, and maintenance of pulled or rented clothing items. The Cutter/Draper instructs the First Hands and 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. This position may assist in other costume production areas as directed by the needs of the production, including attending rehearsals and working with designers to meet artistic goals. The Cutter/Draper may act as the supervisory designee for the Costume Shop Manager or Assistant Costume Shop Manager as deemed necessary. The Cutter/Draper supervises, mentors and provides hands-on training for interns and Technical Conservatory students when they are working in the costume shop.

At PCPA we believe that diversity makes us stronger, enriches our art and is a source of joy. We believe that our understanding of the principles of Equity, Diversity and Inclusion must continually grow and be actively practiced in our behavior and relationships. We will create a safe and welcoming working environment that will actively interrupt aggressions and behaviors that hinder our efforts to maintain an equitable, diverse and inclusive environment. We will make space for open communication that enhances relationships with all staff and community members, particularly those belonging to historically marginalized groups. PCPA is committed to anti-racism and prohibits discrimination against anyone based on factors including, but not limited to: race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing. We commit to serving our community by inspiring our current audience, cultivating our future audience, and preparing the next generation of theatre professionals.

#### **Examples of Duties:**

- Discusses assigned designs with the Costume Designer and Costume Shop Manager
- Works as a liaison between the Costume Designer and Costume Shop within the financial and time constraints to maintain artistic intent.
- Calculates yardage estimates and needs (notions, zippers, etc.) for each costume.
- Instructs the First Hand and Stitchers on the accurate construction of the costumes.
- Performs drafting or draping of costume pieces for rendered designs.
- Supervises or executes the cutting and construction of built costumes.
- Supervises or executes the tailoring or alteration of costumes, as needed.

- Supervises and/or attends fittings of constructed and/or pulled costumes.
- Oversees the finishing details for all builds and alterations.
- Assists in the restocking or reorganization of costume warehouse and other storage areas.
- Works closely with the Costume Shop Manager in completing costumes by the scheduled deadlines.
- Attends work calls, dress rehearsals, and preview performances as needed by Costume Shop Manager to complete costume notes during the tech process.
- Assist in other shop areas, as needed.
- Supervises the Technical Conservatory students as well as Interns in costume lab hours.
- Attends all required costume shop, production staff, and all staff meetings.
- Cleans and maintains equipment.
- Stocks and monitors shop supplies.
- Maintains a safe and clean work/shop environment; helps maintain the security of PCPA/AHC.
- Promotes a commitment to anti-racism, Equity, Diversity, and Inclusion in all areas of PCPA.
- Attends required EDI, sexual harassment, anti-bias, anti-racist, and other Human Resource trainings and workshops.
- Works in a manner consistent with understanding and demonstrating inclusive behaviors; maintains a safe and welcoming work/shop environment, free from any aggressions; interrupts behaviors that hinder PCPA's equity, diversity and inclusion efforts.
- Disclaimer: This description reflects managements of essential functions, it does not proscribe or restrict the tasks that may be assigned.

**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.
- Mature, positive, and enthusiastic attitude towards the goal of producing the highest quality work possible.
- Demonstrated experience evidencing commitment to anti-racism, equity, diversity, and inclusion.
- Demonstrates a special sensitivity and ability to work effectively with diverse company and community members - with respect to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing.
- Bachelor's Degree or a Certificate of completion from a suitable training program preferred, and 2-4 years experience in a similar position required.

**Other Requirements:**

- Possess or be able to acquire a valid California license to drive.

**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:**

- Frequently assists students and staff in moving, and/or transporting theatrical costumes, fabric, and other theatrical costume-related material weighing up to 50 pounds.
- Occasionally reaches overhead to access materials and stock items.
- Frequently operates sewing machines, sergers, and irons.
- Frequently communicates with students and staff in a noisy costume shop and theater environment.
- Occasionally ascends/descends ladders to access costumes, and costume accessories in storage areas and in the shop.
- Constantly works with fabrics and costume accessories.
- Frequently remains in a stationary position at a sewing machine for periods of time.
- Occasionally works closely with actors in various states of dress, including positioning themselves around the body of the actor.