

LA JOLLA PLAYHOUSE

JOB DESCRIPTION

(Revised: 7/25/2017)

POSITION:	Stitcher
DEPARTMENT:	Costumes
FT or PT:	FT
CLASSIFICATION:	IATSE Over-Hire, Seasonal Hourly
SCHEDULE:	Weekdays, with occasional weeknights, weekends, and holidays.
STATUS:	Non-Exempt
REPORTS TO:	Costume Shop Manager

STATEMENT OF JOB:

Responsibilities shall be those for Stitcher as that term is generally understood in the theatre industry and shall include but are not limited to: all facets of the construction process for costumes under the Shop Manager's supervision as well as any other duties as assigned by Costume Shop Manager. You will be expected to comply with departmental safety regulations.

JOB DUTIES:

- Serve as Stitcher for specific La Jolla Playhouse productions.
- Assist in construction of all costumes for productions, including alteration and modification in existing garments.
- Assist with upkeep and general clean up of costume shop facilities.
- Assist with the maintenance of costume shop supplies and inventory.
- Perform other duties as assigned by the shop manager, shop supervisor, and shop foreman.

In addition to the duties listed above, the Playhouse expects the following of each employee: adheres to LJP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in LJP events as needed or required; and completes other duties as assigned.

REQUIREMENTS:

- Education – High School Diploma, undergrad degree preferred.
- Experience – Minimum of two years stitching in the costume field, manufacturing field, alterations, or bridal. Experience in a professional costume shop preferred.
- Skills – Must be able to take direction and have an understanding of costume terminology.
- Communication Skills – verbal and written communication, and must have ability to communicate with other shop employees.