



JOB DESCRIPTION

JOB TITLE: Cutter / Draper

REPORTS TO: Costumes Supervisor & Director of Production

JOB TYPE: Full time with hours worked as needed to meet production goals. Based on the production calendar must be able to work irregular hours, evening hours, long hours and weekend shifts.

DESCRIPTION: The Cutter/Draper organizes and executes the construction of costumes as needed by the Costumes Supervisor and Costume Designer. This position will interpret original design work, create custom patterns and builds based on the design. The Cutter/Draper works with the Costumes Supervisor and Costume Designer to meet construction and fitting deadlines. This position may assist in other costume production areas as directed by the needs of the production.

REQUIRED SKILLS:

- Maintain positive attitude, possess strong leadership skills, high level of organizational, communication, problem solving skills and ability to work well in a fast paced environment and meet deadlines.
- Professional costume building experience (minimum three years).
- Must have a valid driver's license.
- Must be able to lift 25 pounds.

ESSENTIAL DUTIES:

- Uphold the Core Values of Riverside Theatre.
- Assist the Costumes Supervisor with the execution of the Costume Designs for all Riverside productions.
- Take detailed alteration notes, pictures and assist pinning in fittings.
- Execute all alterations with the costume shop staff.
- Pattern, cut, drape, and build costumes as needed.
- Assign and explain sewing projects to stitchers.
- Maintain an adequate stock and inventory as well as the condition of the facilities.
- Maintain cleanliness and order of the Costume Shop, maintenance area, dressing rooms and Wardrobe area.

- Help with paperwork and schedules made by the Wardrobe Supervisor and Costumes Supervisor.
- Run errands for the costume department as needed.
- Serve as a dresser on assigned shows in emergency situations.
- Assist the Costumes Supervisor with assignment of duties to costume shop/volunteer staff.
- Work with Designers, Directors, Stage Managers and Production Manager to ensure quality of work and communicate issues.
- Read daily rehearsal and performance reports.
- Advise Director of Production of any safety concerns and remediation.
- Attend meetings, rehearsals and events as needed.
- Attend all strike calls and assist as needed.

Riverside Theatre is an Equal Opportunity Employer. Equal Opportunity will be extended to all individuals without regard to race, religion, color, sex, national origin, sexual orientation, age, marital status, disability or any other status protected under applicable Federal, State or Local law.

Riverside Theatres' core values are at the forefront of all that we do – Ensemble Staffing; Pursuit of Perfection; Community Leadership. Valuing cultural, intellectual, and experience-based diversity, being inclusive when meeting the needs of the staff and audience, and pursuing perfection enables us to provide a welcoming, safe, and creative environment for all that participate.

DISCLAIMERS: All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This description in no way states or implies that these are the only duties to be performed.

LAST REVISED: 7/29/2024

Riverside Theatre Core Values

Pursuit of Perfection.....Ensemble StaffingCommunity Leadership