The cutter/draper/stitcher provides support for all Stephens College Performing Arts Department productions including both dance and drama. This work may also extend to productions related to the music department and the Summer Theatre Institute. The costume shop also provides limited support to numerous other student and classroom projects.

This is a full-time, 10 month (Aug-May) position.

Responsibilities:
1. Patterning, draping, sewing, cutting, serging, construction, stitching, fitting, repair, dyeing, costume crafts, and alterations of costumes.
2. Design for one production each year for the School of Performing Arts.
3. Laundry, ironing, fabric sorting and folding and general shop cleanup
4. Retrieve costumes from stock and put away using standard costume filing system
5. Attend and help with dress rehearsals and strikes
6. Artistic decoration of costumes; dyeing fabrics and costumes
7. Opening and closing of the Costume Shop
8. Provide customer service, public relations and give tours of the shop
9. Track inventory
10. General maintenance, such as cleaning and minor service to shop machinery
11. Supervision of student workers
12. Answer telephone to provide information, take messages, or transfer calls
13. Assist the costume shop supervisor with organization, maintenance, and improvements in both the shop and with stock inventory
14. Requires a flexible work schedule
15. Other duties as assigned

Education/Training:
- Bachelor’s degree in costume design
- Two years professional costume shop experience OR five years professional costume shop experience
- Mastery of patterning/draping skills
- Thorough knowledge of standard costume shop techniques and procedures
- Sound knowledge of all standard costume shop equipment and machinery
- Professional experience with theatrical and/or dance costuming
- Professional work experience with design collaboration

Qualifications:
- Strong sewing, construction, pattern making, draping, and fitting skills
- Ability to work quickly and precisely in a fast paced environment amidst a high level of activity
- Ability to work individually as well as in different group settings
- Knowledge of costume design collaboration
- Knowledge of operation of all Costume Shop equipment specific to costume construction
- Understanding of theatrical costume construction and alteration techniques
- Understand research practices for various clothng period as related to costume design
- Understanding of language and terms specific to costume construction and the art of theatre are essential
- Knowledge of fabric modification techniques such as dyeing, distressing, and painting

Physical Demands:
- Ability to lift/carry and push/pull a minimum of 40 lbs.
- Reaching/handling of materials and equipment repeatedly during an 8-hour shift.
- Standing or sitting for long periods of time while sewing, ironing, pinning, cutting and making patterns.
• Climbing/balancing, stooping/kneeling, crouching/crawling to retrieve materials from shelves. Utilizing a ladder when necessary.

*Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.*

**To Apply:** Submit a cover letter, resume and at least three references with contact information to humanresources@stephens.edu and complete an [online Stephens College application](mailto:humanresources@stephens.edu).

The successful candidate must pass a college background check.

EOE A diverse community on campus is valued.

**Smoke Free Campus**