

# CREEDE REPERTORY THEATRE

*your theatre, always*

## Cutter/Draper

**Reports to:** Costume Shop Manager, Production Manager

**Supervises:** First Hand, Stitches

**Job Type:** Seasonal, Salaried, Exempt

**Ideal Contract Dates:** May 1<sup>st</sup> through August 25<sup>th</sup>

### Essential Duties and Responsibilities

- Work in collaboration with Costume Designers and the Costume Shop Managers to discuss assigned projects, the financial need of them and the time constraint to maintain artistic quality.
- Serve as a communication link for Costume Designers, the Costume Shop Managers and costume shop staff.
- Work with costume shop staff to calculate yardage estimates and material needed for each piece.
- Instruct and teach the first hand and stitches on the accurate construction of costume pieces.
- Tailor or alter inventory costume pieces as needed.
- Attend costume fittings or costume parades as needed to take necessary notes.
- Participate in load in and strike of CRT's productions as well as assisting in the completions of costume notes and changeover as needed.
- Participate in any special company functions or publicity functions required by CRT.
- Perform any other reasonable duties as assigned by your supervisor or staff supervisor that should be necessary to meet the needs of CRT and your department.

### Qualifications, Experience and Skills

- Minimum of three years of costume experience.
- Must have strong organizational, communication and interpersonal skills.
- Have the ability to use Microsoft Office and other office software.
- Have strong leadership abilities and be able to lead a diverse team of professionals.
- Show enthusiasm to work and create a respectful, inclusive and fast pace environment.
- Must be able to lift 50 pounds' safely.

### About Creede Repertory Theatre

Founded in 1966, Creede Repertory Theatre (CRT) is a professional theatre company located at 9,000 feet in a spectacular location in the San Juan Mountains of Colorado. The historic town of Creede offers beautiful mountain views, hiking trails and stunning campsites. Each season, CRT produces 7-10 plays in rotating repertory, hosts numerous musicals events and concerts, develops new works through the Headwaters New Play Program, and creates nationally recognized educational programs. As part of its values, Creede Repertory Theatre is dedicated to Equity, Diversity, and Inclusion in every aspect of the company and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

### How to Apply

To apply for this position or any other production position at Creede Repertory Theatre, visit [www.creederep.org/work-at-crt/](http://www.creederep.org/work-at-crt/) between November 1<sup>st</sup> through February 15<sup>th</sup>. Please no phone calls.