

# CREEDE REPERTORY THEATRE

*your theatre, always*

## First Hand

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

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

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

### Essential Duties and Responsibilities

- Work with the costume shop staff to assist with the flow of work from patterning to putting in name tags.
- Assist the Cutter/Draper with the creation and laying out of patterns.
- Work with the Stitchers to help maintain quality and timeliness of piece completion.
- Assist with the organization and maintenance of costume shop supplies and equipment.
- Assist with craft projects or joint prop/costume projects as needed.
- Work with the Costume Shop Manager to schedule and coordinate fitting and other Actor's Equity needs.
- 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 three years of costume experience.
- Must have strong organizational, communication and interpersonal skills.
- 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.