FIRST HAND/STITCHER
POSITION SUMMARY

Salary: $760 – $785/weekly with benefits
Location: Hartford, CT (in person)
Supervisory role: No
Department: Production
Reports to: Costume shop director
Status: Full time, seasonal, non-exempt (40 hours per week)
Benefits: Yes

Who we are

Over the last year, we closed our theater doors to in-person performances, just like many others across the globe. We paused and used the time to listen, deliberate, and reflect. We looked at ourselves, and we looked at our home city—one that is mixed across differences such as race, language, sexual orientation, gender identity, and more. At our core, we became consciously aware that we do not reflect the breadth and beauty of diversity the way we could and should.

As we open our doors once again, we at Hartford Stage are seizing the moment now and taking intentional, deliberate actions to truly become Hartford’s stage.

Who we’re looking for

Maybe you’ve worked in engineering, teaching, hospitality, carpentry, or IT. Maybe you were a bartender, a ride-share driver, a nurse, or an HR manager. Maybe you’ve been looking for a different place with new scenes and fresh lighting for a while, or maybe theater has been your life for a long time, and you can’t wait to get back. This role could be that opportunity.

The position we’re filling

As the first hand/stitcher you will help bring the show to life by assisting the draper in producing costumes, taking measurements—ensuring our artists are well-fitted and looking just like the designer envisioned. You have a good sense of design and are familiar with all forms of clothing construction. You will have your hands in all of it. You are an incredible multitasker and an experienced communicator. You’re someone who sees the big picture and enjoys getting into the nitty gritty. You’ll be part of an ambitious team of artisans and will partner closely with the draper and costume shop manager.

What you’ll be doing

- Assisting the draper in construction and alteration of costumes.
- Altering patterns and cutting garments, including marking the draped muslin on the dress form, transferring it to paper and cutting the muslin
- Preparing fabric for the draper before it is cut; washing, pressing, and rolling as required
- Cutting fashion fabric once pattern is finalized
- Stitching costumes as needed/necessary
- Familiarizing over-hire stitchers with shop, supplies, and machines
- Organize the fitting room before a scheduled fitting and assisting draper in fittings, handing pins and tools, and taking notes
- Assisting in measuring the actors and making copies of measurements for shop bible, draper, and craft person
• Keeping an inventory of shop supplies and informing the shop director when items are needed
• Helping to maintain stock and participating in pulling from stock and rental returns
• Cooperating fully in keeping the costume shop and stock area clean and organized
• Attending previews (alternating with colleagues)
• Independently managing alteration fittings for pulled or rented garments
• Helping maintain sewing and merrow machines
• Other duties as assigned by costume shop director

What you bring

Excellence in:

• Working collaboratively and inclusively, mindful that we each bring our own unique styles, thinking, cultures, and talents to the team
• Verbal and written communication and interpersonal skills
• Costume construction, draping, cutting, stitching
• A knowledge of sewing equipment
• Time management, prioritization, and exceptional attention to detail, and commitment to follow-through
• Project coordination of multiple concurrent deliverables with competing and unpredictable schedules
• Creative problem-solving
• Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on department activities

Requirements:

• Two years working as a first hand or comparable experience
• Ability to lift 50 pounds due to the nature of this role

Bonus points:

• Multilingual

What we bring

• A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
• An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
• A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
• A once-in-a-career opportunity to make an impact in the field and in the Hartford community

A place where everyone belongs

Since the shutdown—under new artistic and executive leadership—our team has been actively engaged in reducing bias in all we do, and in the way we think about and practice equity, diversity, and inclusion—from drafting job postings to the performances we bring to our stage. It all begins with a workplace where every voice is heard, where every person is seen—a place where everyone belongs.

We look forward to welcoming you into the conversation. All are encouraged to apply.

Please email your letter of interest and most current resume to HR@hartfordstage.org.