



JOB DESCRIPTION: FIRST HAND

Rev: 1/2026

Job Title: First Hand

Reports To: Costume Shop Manager, Assistant Costume Shop Manager

Department: Production/Costumes

FLSA Classification: Seasonal Full-Time Non-Exempt

Rate: \$20.00/hour, Time and a half after 40 hrs

Goodspeed Musicals is committed to cultivating an environment where equity, diversity, inclusion, accessibility, and belonging are experienced at all job levels throughout our organization. Goodspeed is proud to be an Equal Opportunity Employer and aims to have a diverse staff that is representative of all theatre makers. BIPOC (Black, Indigenous, and People of Color), LGBTQIA+, and people with disabilities are strongly encouraged to apply.

The terms and conditions of employment for this position are set forth in the 2025-2028 Collective Bargaining Agreement between Goodspeed and IATSE, Local 84. You do not need to be a member of the Union to apply.

General Statement of Job Function: The First Hand assists the Draper with the cutting, assembling, stitching, and completion of garments for all assigned productions. The First Hand will also oversee a team of Stitchers in the completion of garments for productions.

Principle Duties and Responsibilities:

- Cuts and sews fabric based on the instruction of the Draper.
- Prepares alterations and construction projects for Costume Stitchers.
- Attends costume fittings and takes notes as needed/requested.
- Instructs stitchers on the construction and/or alteration of costumes, in tandem with Draper.
- Work with Wardrobe Supervisor to ensure all pieces are labeled correctly with actor initials, show, character as needed.
- Complete all costumes for the first dress rehearsal of each production, in tandem with the Cutter/Draper, as approved by the Designer.
- Completes all final alterations, trims, and corrections by the first public preview of the production.
- Assists with the repair and maintenance of costumes.
- Provides support in the construction of costume crafts and millinery, contributing to the creation of specialized costume elements as needed.
- When requested, assist with the maintenance and laundry of the costumes for any Terris Theatre production
- Ability to work under pressure to achieve hard deadlines
- Utilizing the provided Material Safety Data Sheets, practice safe and appropriate use of common chemical based products found in a costume shop including, but not limited to: Dye, Spray Paint, Barge, contact cement, spray adhesives, etc.
- Participate in end of day shop cleaning and organization projects as needed.
- Attend tech rehearsals and design meetings when requested.
- Cleans and maintains costume shop equipment.
- Maintain a clean, safe, respectful, and collaborative work environment.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities,



skills, and knowledge cultivating and maintaining positive relationships, employing discretion, diplomacy, and tact, seeking the positive in all situations.

- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines, identifying priorities and making good decisions with a minimum of information, and staying relaxed and proactive when things are uncertain.
- A commitment to an equitable work environment, which includes use of gender inclusive language, support for individual gender expression, racial equity and intergenerational collaboration, accessibility for people with disabilities, and cultural sensitivity.

Other Duties and Responsibilities:

- Assist CSM and the Costume Rental Team with pulling, inventorying, maintenance and transportation of costumes for Goodspeed productions and third party rentals.
- When requested and available, fill in backstage as a member of the wardrobe crew for productions in cases of illness or planned absences.
- Other duties as assigned.

Required Qualifications & Skills: Understanding of pattern drafting; Understanding of draping principles and drafting from draping; Knowledge of other costume machinery including but not limited to irons, sergers, industrial sewing machines, and the grommet punch; Knowledgeable about a variety of hand sewing techniques; Able to follow directions and problem solve; Able to repeatedly climb four flights of stairs while carrying 40 pounds; Able to stand up 4-6 hours; Able to work long hours during heavy build and tech periods; Availability nights, weekends, and the occasional Holiday.

Preferred Qualifications & Skills: Working knowledge of costume and fashion history; Knowledgeable of fabric types and their uses for the stage; Excellent time management skills; Good interpersonal and communication skills; Good organizational skills; Valid driver's license with safe driving record.