



DALLAS THEATER CENTER

2400 Flora Street
Dallas, Texas 75201

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www.dallastheatercenter.org

JOB TITLE: First Hand
DEPARTMENT: Costumes
REPORTS TO: Lead Draper
PREPARED DATE: July 14, 2025
CLASSIFICATION: FLSA: Hourly, Non-Exempt
SALARY RANGE: \$19.50-\$21.50 per hour

MISSION STATEMENT

Dallas Theater Center invests in our community by producing plays with resident artists that reflect and illuminate our diverse experiences, spark collaboration and dialogue, and invite engagement in everything we do.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for equity, diversity and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

*For complete statement, please see final page of this posting

POSITION SUMMARY

An active member of Dallas Theater Center (DTC)'s Production Department, the First Hand is responsible for pattern finishing, cutting, and the construction of all costumes. The First Hand reports directly to the Lead Draper, and participates in effectively supporting production builds, ensuring that high artistic standards are met at all times.

This is an hourly, non-exempt position. This position includes a full benefits package: medical, dental and vision insurance, DTC-paid life insurance, voluntary life insurance and 403b programs, complimentary tickets and paid-time off. Some nights and weekends may be required throughout the season.

HOW TO APPLY

Please submit resume and cover letter via email to careers@dallastheatercenter.org with First Hand in the subject line.

KEY RELATIONSHIPS

- Lead Draper
- Costume Director
- Overhire Stitchers
- Hair & Makeup Supervisor
- Wardrobe Supervisor
- Costume Designers and Assistant Costume Designers

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Consult with Lead Draper regarding the necessary construction of costumes and carry out the construction as necessary.
- Provide assignments and instructions to Stitchers and other costume shop personnel regarding garment construction, alterations, and notes. Answer questions and consult Lead Draper as necessary.
- Create pattern finishings as directed by the Lead Draper.
- Fabric cutting with high precision and attention to detail.
- Assist in the selection of costume build materials and calculation of yardages.
- Participate in the construction process including cutting, sewing, and alteration of built, purchased, or rental costumes.
- Primary note taker in all costume fittings with attention to detail regarding clarity and neatness.
- Tagging costumes with relevant work notes, organizing costumes racks, and maintaining neat fitting spaces during, between, and post fittings.
- Lead certain fittings as directed by the Lead Draper.
- Assist in measuring actors.
- Advise Lead Draper of any issues arising out of the build process and offer solutions if applicable.
- Aid in the completion and delivery of rehearsal costumes as needed.
- Pull costumes for notes, establish priorities, organize notes, and track note completion during technical rehearsals work sessions.
- Maintain designated work spaces in a clean, usable, and safe condition.
- Ensure completion of costumes in accordance with deadline requirements.
- Communicate with the Lead Draper regarding equipment condition.
- Assist in the restock and organization of costume storage.
- Assist in the organization, restock, inventory, and maintenance of costume shop resources.
- Assist the Wardrobe Supervisor and crew in the repair and maintenance of items in use in current production if beyond the capabilities of the crew.
- Assist with inventory, preparation, and packing of rental packages that originate at DTC or are received by DTC.
- Attend and participate in full company, departmental, and production meetings; in addition to technical rehearsals and previews for all productions as called.
- Read and respond to company email in a reasonable, timely manner.
- Perform work in a manner that is timely, safe, and consistent with DTC's Mission, Vision and Values.
- Be an active participant in DTC's work towards equity, diversity and inclusion and becoming an anti-racist organization by:
 - Participating in all DTC-wide EDI trainings, workshops or experiences
 - Participating in all EDI learnings or experiences cultivated within the Production and/or Costume Department
- Maintain safe working conditions in keeping with DTC health and safety guidelines.
- Other duties as assigned.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.

PREFERRED SKILLS AND KNOWLEDGE

- Foster and maintain a positive, productive, safe and collaborative work environment.
- Theatrical draping and flat patterning experience.
- Advanced hand and machine sewing experience.
- Textile preparation and maintenance experience.
- Work as part of a team, and provide cover and assistance as required.
- Able to work under the stress of deadlines and adapt to changing priorities.
- Able to handle a high volume of work and attend to numerous projects concurrently.
- Self-motivated, yet willing to ask questions when tasks are unclear.
- Portray excellent time management skills.
- Demonstrate interest in learning and growing as a costume professional.
- Comply with Actors Equity rules and regulations.
- Able to comply with all OSHA regulations and DTC Safety Protocols for creating and maintaining a safe work environment.
- Basic proficiency in Dropbox, Microsoft Office Suite, and G-Suite, or ability to learn on the job.
- Available to work extended work hours at times, including nights and weekends.
- Strong commitment to equity, diversity and inclusion.
- An appreciator of theater and an advocate for its value for the community.

PHYSICAL REQUIREMENTS:

- Able to move and lift 20lbs - 50lbs.
- Able to climb a lift ladder and operate safely at height on occasion.
- Able to stand while working for extended periods of time.
- Able to work quickly and accurately in a complex and fast-moving environment.
- Ability to operate a large van and box truck preferred, but not required.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelors in Theatre or Fashion with a costume construction focus, or 2-3 years experience in a professional costume shop.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized because of such a request.

ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. DTC produces a six-play subscription series of classics, musicals and new plays and an annual production of *A Christmas Carol*; education programs, including the Award-winning Project Discovery and a significant partnership with Southern Methodist University's

Meadows School of the Arts; and many community collaboration efforts with local organizations. In 2017, DTC's Department of Public Works launched a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual pageant featuring over 200 Dallas citizens performing professional production. Throughout its history, DTC has produced many new works, including recent premieres of *penny candy* by Jonathan Norton, *The Supreme Leader* by Don X. Nguyen; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

ABOUT THE DALLAS COMMUNITY

Dallas is a richly diverse modern metropolis in north Texas and is a commercial and cultural hub of the region. Over the years it has become a melting pot of cultures, religions and lifestyles. This important convergence of uniqueness and differences is reflected throughout the sights and sounds of the city. Dallas' authentic arts, music, food, places of worship, historic landmarks and urban lifestyle all contribute to the city's makeup. Located in the northeast corner of downtown Dallas, the Dallas Arts District is the largest contiguous urban arts district in the nation, spanning 68 acres and 19 contiguous blocks. This iconic neighborhood has more buildings designed by Pritzker award-winning architects than any location in the world. Dallas Arts District unifies culture and commerce with integrated and exemplary artistic, residential, cultural, educational, recreational, religious and commercial life. Downtown's Sixth Floor Museum at Dealey Plaza commemorates the site of President John F. Kennedy's assassination in 1963. In the Arts District, the Dallas Museum of Art and the Crow Collection of Asian Art cover thousands of years of art. The sleek Nasher Sculpture Center showcases contemporary sculpture. The Perot Museum of Nature and Science sparks the imagination through a world of scientific wonders. Performing arts venues based in the Arts District include the AT&T Performing Arts Center, Moody Performance Hall, Meyerson Symphony Center, Winspear Opera House, Montgomery Arts Theater, and the Wyly Theater. These beautiful venues feature the work of such notable Dallas-based performing companies as the Dallas Opera, Dallas Symphony, Titas/Dance Unbound, Dallas Black Dance Theatre and the Dallas Theater Center as well as touring productions from across the nation. Dallas is home to six professional sports teams including the Dallas Cowboys, Dallas Mavericks, Dallas Stars, Dallas Wings and FC Dallas. It is also host to several major sporting events like the Mexico National Team, college football games, e-sports competitions and more. In addition, the State Fair of Texas which takes place for over three weeks each fall at Fair Park in Dallas is the longest running fair in the nation as well as one of the largest.

EQUITY, DIVERSITY, AND INCLUSION FULL STATEMENT

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- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These

qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.

- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.