



**MATT AUGUST**  
KASSER FAMILY  
ARTISTIC DIRECTOR

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EXECUTIVE DIRECTOR

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**833-ATC-SEAT**  
**ATC.ORG**

## **First Hand**

**Reports To: Costume Director**

**Status: Full time, non-exempt, seasonal**

**Location: Tucson based**

**Compensation: \$18.00/hour**

**Updated 7/16/26**

### **About Arizona Theatre Company:**

Founded in 1966, Arizona Theatre Company (ATC) is Arizona's only LORT (League of Resident Theatres) professional nonprofit regional theatre and the Official Arizona State Theatre. Nationally recognized for artistic excellence, ATC uniquely operates in both Tucson and Tempe/Phoenix. In Tucson, ATC performs at the historic 635-seat proscenium Temple of Music and Art and also operates a 22,000 square foot production facility including build shops and stock. In Tempe/Phoenix, ATC is the Home Company at the 550-seat Tempe Center for the Arts. ATC currently produces a five-show season. ATC's mission is to create world-class theatre that explores what it means to be alive today—sparking empathy, curiosity, and joy while bringing communities together. Through mainstage productions, education programs, and community engagement, ATC serves more than 200,000 individuals annually.

### **Position Summary:**

Under the supervision of the Costume Director the First Hand is responsible for cutting fabric from patterns, the construction and alteration of built pieces, and alterations on pulled, purchased, or rented costume pieces as designed by the Costume Designer for each ATC production.

Key responsibilities include:

- Meeting with Costume Director to become familiar with the details of each costume design in order to effectively execute the design
- Measuring performers.
- Cutting fabrics from costume patterns.
- Constructing costume pieces, including mock-ups.
- Fitting costume pieces on performers and making alterations.
- Participating in strike, including cleaning/laundrying, restoration of rented pieces, and re-stocking of all shows following the closing.
- Assisting in maintenance of costume storage by restocking and repairing garments as needed.
- Assisting with presentations, special events, and third-party rentals, including but not limited to, pulling and paperwork.
- Participating in general department work, including, but not limited to cleaning and organizing workspace and restocking supplies.
- Running shows in various roles as assigned.
- Attending staff meetings.
- Ensuring all safety protocols are being upheld in alignment with the ATC Safety Manual.
- Promoting and cultivating a safe and organized work environment.
- Other duties as assigned.

**Experience, Skills, and Attributes:**

- Demonstrated proficiency in cutting from patterns and garment construction, including theatrical construction techniques and standards.
- Working knowledge of flat patterning and draping techniques.
- Working knowledge of tailoring techniques.
- Working knowledge of costume history and understanding of period shape and construction.
- Knowledge of various fabric types and uses.
- Ability to safely operate domestic and industrial machines and other costume shop equipment.
- Ability to work inclusively, and communicate about people, body types, hair types, skin tones, and genders with neutral/positive language.
- Effective communicator and collaborator with costume shop staff, including Staff Stagehands, Over-Hire Stagehands, Directors, Designers, and Performers.
- Attention to detail, accountability, and skill in time management.
- Demonstrated problem solving skills.
- Knowledge and experience with MS Office applications (or equivalent) and cloud sharing.
- Commitment to ATC's mission, values, and to fostering an inclusive, respectful, and equitable workplace.

**Physical Demands and Scheduling Requirements:**

- Able to lift and move items weighing up to 25 pounds.
- Able to perform physical activities such as, but not limited to lifting, bending, kneeling, and climbing ladders occasionally.
- Schedule varies based on production needs and may require working nights and weekends. Workdays could be long and could include long periods of time either sitting or standing.

This position will be represented by IATSE Local# 415 upon CBA ratification, which may result in employment term changes.

HOW TO APPLY: Please send a resume and a cover letter with references as well as portfolio link/attachment, where applicable, to Edward Coffield at [productionjobs@arizonatheatre.org](mailto:productionjobs@arizonatheatre.org). Please put "First Hand" in the subject line.