

Minnesota OPERA

JOB DESCRIPTION

Job Title: 1st Hand
Department: Production
Reports to: Costume Shop Manager/Assistant CSM/Production Director
Classification: Seasonal Full Time/Non-Exempt
Rate: \$14.50-\$17.50/hour depending on experience

THE ORGANIZATION

Founded in 1963, Minnesota Opera has established an international reputation for innovation and quality. Minnesota Opera currently presents five productions annually at the Ordway Center for the Performing Arts in Saint Paul. Each opera season features an opera from the *bel canto* period of Italian opera and at least one contemporary or 20th century work. The Company's opera productions and education programs are created at its 50,000 sq. ft. production and administration facility in Minneapolis. Minnesota Opera maintains a professional training program that is generating some of the nation's best young professional singers. Its productions are consistently reviewed in opera publications in Italy, France and Great Britain, as well as across the USA. With an annual operating budget of \$9 million, The Minnesota Opera is one of the 20 largest opera companies in North America.

POSITION SUMMARY:

Assist Draper/Tailor in the construction of new costume and the alteration and refinishing of existing costumes.

Responsibilities:

- Having knowledge of good basic sewing techniques and the ability to execute them quickly and accurately
- Being knowledgeable about the techniques required by the Draper for the finishing of garments
- Assembling garments with instructions from Draper/Tailor
- Reporting any unusual sewing problems to the Draper
- Willingness to suggest alternative methods of construction to increase efficiency
- Reporting any foreseeable shortages in the workroom supplies to either the Draper or Assistant Costume Director
- Helping with rental repairs and load-in/load-out as needed
- Working closely with Draper to insure costume quality and completion deadlines
- Cutting and marking fabric to Draper's specifications for stitching
- Preparing/supervising the prep of fabrics for Draper
- Assisting in fittings, as needed

- Laundry and pressing, as needed
- Supervising work under the draper, monitoring quality control and production schedule.
- Labeling of finished costumes
- Maintain a clean and orderly workspace
- Creating a good work relationship within team and cooperation with other teams to help facilitate the completion of all work within the scheduled framework
- Creating a positive and creative atmosphere in the team unit and approaching tasks with an adaptable frame of mind

Other Responsibilities:

- Accept responsibility of other appropriate projects relating to Minnesota Opera.
- Give support and show appreciation to the Board of Directors, Patrons, and other volunteer organizations and supporters of Minnesota Opera.
- Follow procedure and policies of Minnesota Opera as in employee manual.
- Other duties as assigned.

Supervision:

- Stitchers
- Volunteers/Interns

How to apply:

Please submit résumés by August 27, 2010 to: Erica Burds, Costume Shop Manager, Minnesota Opera, 620 N 1st Street, Minneapolis, MN 55401 or via email to:

eburds@mnopera.org

Minnesota Opera receives state grants which require us to track and report applicant data information for Affirmative Action/Equal Opportunity Employment purposes to the Human Rights Department. For us to comply, we ask all applicants to please fill out and return the voluntary Applicant Data Record located below to: Jen Thill, HR Manager, Minnesota Opera, 620 N 1st Street, Minneapolis, MN 55401 or via email to jen@mnopera.org. **Failure to provide this information will not adversely affect your application.** Thank you for your cooperation

Minnesota Opera is an AA/EOE company

APPLICANT DATA RECORD

All decisions regarding terms and conditions of employment are conducted without regard to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, ancestry, religion, or any other basis protected by federal, state or local law. We comply with government regulations, including affirmative action responsibilities, where they apply.

Solely to help us comply with governmental recordkeeping, reporting and other legal requirements, we request that you please fill out the Applicant Data Record. This data is for periodic government reporting and will be kept in a Confidential File, separate from your résumé and any other materials associated with your application for employment. We appreciate your cooperation with our request. **YOUR COOPERATION IS VOLUNTARY.**

Please print:

Position applied for: _____ Date: _____

Applicant Name: _____
Last First MI

Address: _____
Street City State Zip

Referral source (please check one):

___ Advertisement- if checked, which one? _____

___ Friend

___ Relative- If checked, name of relative _____

___ Employment Agency- If checked, which one? _____

<u>CONFIDENTIAL INFORMATION</u>	
VOLUNTARY SURVEY	
Various government agencies request statistical information regarding our hiring practices. Your cooperation in completing this form is completely voluntary. Any information gathered is strictly confidential and will not subject you to coercion or intimidation relating to your status. Failure to provide this information will not adversely affect your application. Thank you for your cooperation.	
Check one: ___Male ___Female	
Check one of the following Race/Ethnic groups:	
___White ___Black ___Hispanic	
___American Indian/Alaskan native	___Asian/Pacific Islander
___VETERAN STATUS	___Individual with Disability?
A= Vietnam Era Veteran	(If yes, please check line)
B= Special Disabled Veteran	
C= Other Eligible Veteran	
N/A= Not applicable	