



Position Title: Cutter/Draper
Department: Production Department, Costume Shop
Reports To: Costume Shop Manager
Job Type: Full-time, Seasonal, Non-Exempt (eligible for overtime)
Salary/Wage: \$680-\$720 per week, depending on experience
Benefits eligible: Yes
Targeted Start Date: August 12, 2024

Syracuse Stage is committed to anti-racism, equity, diversity, and inclusion in all areas of our work, on and offstage, and is an Equal Opportunity Employer. Syracuse Stage acknowledges with respect, the Onondaga Nation, firekeepers of the Haudenosaunee, the Indigenous people on whose ancestral lands Stage now stands. Learn more at www.onondaganation.org.

Candidates from underrepresented groups and those who share these values and have demonstrable experience advocating for anti-racism, equity, diversity, and inclusion are strongly encouraged to apply.

General Job Description:

Responsible for patterning and cutting assigned costumes to be built by the costume shop for Syracuse Stage and Syracuse University Drama Department Productions.

The description of the position in this document is representative and not exhaustive. Regular collaboration between shops in the production department and the wider organization is expected. Duties and responsibilities may shift with organizational needs.

Specific Responsibilities:

1. Supervise Stitchers during the construction of assigned costumes, including fabric preparation.
2. Assign or supervise fittings of assigned costumes.
3. Oversee the quality of work done by staff on assigned costumes.
4. Assist in the scheduling of workweek.
5. Assist Designers in estimating fabric and notions necessary to build costumes assigned.
6. Keep track of supplies used in construction of costumes.
7. Supervise student cutters when necessary.
8. Assist in costume shop maintenance as needed.
9. Assist Costumer and Assistant Costumer as necessary.
10. Noting and advising wardrobe maintenance staff of any special care instructions for finished garments and any information regarding fabric treatment during the construction of the garment.

To Apply: [Click Here](#) or scan the QR code to the right:

(URL: https://syracuseuniversity.qualtrics.com/jfe/form/SV_0MWNYWJIDV9tZ2K)



Please Include: Resume
 Cover Letter
 Three (3) professional references
 Portfolio work for Production Dept. positions is encouraged

If you have difficulty submitting your application, please email HR@syracusestage.org or call (315) 443-9842. We ask for materials in a written form, but we invite applicants to share their application using whatever format(s) best support their ability and skillset.



Position Title: Electrician / Board Op
Department: Production Department
Reports To: Lighting & Projections Supervisor
Job Type: Full-time, Seasonal, Non-Exempt (eligible for overtime)
Salary/Wage: \$640-\$660 per week, depending on experience
Benefits eligible: Yes
Targeted Start Date: August 19, 2024

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General Job Description:

Assist in the load-in, hang, focus, and tech/programming of all Syracuse Stage and Syracuse University Drama Department productions. Serve on the electrics run crew for Syracuse Stage productions. Assist in the maintenance of all electrical stage equipment and in the supervision of student crews. Participate in the strike of all productions. Assist with other related duties as assigned by the Lighting Supervisor.

The description of the position in this document is representative and not exhaustive. Regular collaboration between shops in the production department and the wider organization is expected. Duties and responsibilities may shift with organizational needs.

Specific Responsibilities:

1. Assist in the execution of all lighting and projections designs for Syracuse Stage and Syracuse University Drama Department productions.
2. Serve as electrics run crew (including maintenance) for all Syracuse Stage productions.
3. Program and/or operate lighting consoles as assigned.
4. Serve as a followspot operator (when assigned)
5. Assist Syracuse Stage Lighting Designers as assigned by the Lighting Supervisor.
6. Assist in the repair and maintenance of lighting equipment, storage areas, and workspaces.
7. Assist in insuring a clean and safe work environment.
8. Participate in additional duties as assigned.

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Position Title: First Hand
Department: Production Department, Costume Shop
Reports To: Costume Shop Manager
Job Type: Full-time, Seasonal, Non-Exempt (eligible for overtime)
Salary/Wage: \$640-\$680 per week, depending on experience
Benefits eligible: Yes
Targeted Start Date: August 12, 2024

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Candidates from underrepresented groups and those who share these values and have demonstrable experience advocating for anti-racism, equity, diversity, and inclusion are strongly encouraged to apply.

General Job Description:

Assist the Cutter/Draper in cutting, patterning, and altering assigned costumes to be built by the shop for Syracuse Stage and Syracuse University Drama Department productions.

The description of the position in this document is representative and not exhaustive. Regular collaboration between shops in the production department and the wider organization is expected. Duties and responsibilities may shift with organizational needs.

Specific Responsibilities:

1. Prepare fabric as needed.
2. Oversee Stitchers and student crews.
3. Assist Cutter during fittings as needed.
4. Cutting/draping as assigned.
5. Oversee alterations as assigned.
6. Assist in all aspects of costume construction as assigned by Costume Shop Manager or Assistant Costume Shop Manager
7. Assist in maintenance of workspace.
8. Participate in additional duties as assigned.

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Position Title: Head Electrician
Department: Production Department
Reports To: Lighting & Projections Supervisor
Job Type: Full-time, Seasonal, Non-Exempt (eligible for overtime)
Salary/Wage: \$640-\$760 per week, depending on experience
Benefits eligible: Yes
Targeted Start Date: August 19, 2024

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General Job Description:

Under the supervision of the Lighting Supervisor, the Assistant Lighting Supervisor will serve as primary Lighting Supervisor for SU Drama Department productions.

Additionally, they will assist in the load-in, hang and focus of all Syracuse Stage and Syracuse University Drama Department productions, serve on the electrics run crew for Syracuse Stage productions as necessary, assist in the maintenance of all electrical stage equipment and in the supervision of student crews, and participate in the strike of all productions. They will assist with other related duties as assigned by the Lighting Coordinator.

The description of the position in this document is representative and not exhaustive. Regular collaboration between shops in the production department and the wider organization is expected. Duties and responsibilities may shift with organizational needs.

Specific Responsibilities:

1. Serve as Lighting Supervisor for Syracuse University Drama Department under the supervision of the department head.
2. Assist in the execution of all lighting designs for Syracuse Stage and Syracuse University Drama Department productions.
3. Serve as electrics run crew (including maintenance) for all Syracuse Stage productions.
4. Assist Syracuse Stage Lighting Designers as assigned by the Master Electrician.
5. Assist crews for Syracuse University Drama Department productions in repairing equipment prior to performance.
6. Assist in the repair and maintenance of lighting equipment, storage areas, and workspaces.
7. Assist in insuring a clean and safe work environment.
8. Participate in additional duties as assigned.

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Position Title: Stitcher
Department: Production Department, Costume Shop
Reports To: Costume Shop Manager
Job Type: Full-time, Seasonal, Non-Exempt (eligible for overtime)
Salary/Wage: \$640-\$660 per week, depending on experience
Benefits eligible: Yes
Targeted Start Date: August 12, 2024

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General Job Description:

Responsible for sewing and alteration of garments for Syracuse Stage and Syracuse University Drama Department Productions as assigned.

The description of the position in this document is representative and not exhaustive. Regular collaboration between shops in the production department and the wider organization is expected. Duties and responsibilities may shift with organizational needs.

Specific Responsibilities:

1. Perform sewing and alterations of garments.
2. Assist in the maintenance of costume shop equipment.
3. Assist in supervision of student crews as needed.
4. Maintain sewing supply inventory.
5. Assist in maintenance of workspace.
6. Assist in all aspects of costume construction as needed.
7. Participate in additional duties as assigned.

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