

Assistant Properties Manager

Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain a welcoming environment for all - artists, staff, volunteers, and patrons - that advances the principles of inclusion, diversity, equity, and access (IDEA) that are central to how we work and serve our community.

Position Summary

Reporting to the Director of Scenic Design and Properties, this position assists in the management of daily Prop Shop operations and crew, with a focus on assigned administrative coordination and hands-on prop fabrication. Under the design guidance of the Director of Scenic Design and Properties as well as Designers and Directors, this position assists in shop workflow, communication, maintenance, and scheduling, as well as building, sourcing, and shopping hand props, furniture, and dressing for stage productions, special engagements, and educational programs.

Responsibilities

- Works closely with the Director of Scenic Design and Properties to ensure a cohesive look based on the design for each show, with a consistent focus on Prop Shop operations to meet timelines and standards
- Shares responsibility for decision-making and delegation of duties for shop staff
- Assists and shares duties in the creation and maintenance of: all show props, prop list shared documents, daily assignment chart, and timeline layouts as determined by technical rehearsal deadlines and needs
- Hands-on project work involving upholstery, stitching, base painting, woodworking, carving, puppetry, molding and casting, digital media, research, and maintenance
- Provides support and training for other members of the prop shop staff with general information, machinery, tools, digital data, resourcing and hands-on work
- Reconciles individual credit card expenses, assists with budgeting and communicates up-to-date show budget information
- Reviews rehearsal and show reports for prop notes on a daily basis
- Assists in ensuring the shop is up-to-date with Safety Data Sheets, labeling, safety equipment, inventory, and safe practices in shop and warehouse spaces
- Assists the Director of Scenic Design and Properties in cataloging prop and furniture warehouse inventory, as well as relocation of designated items to keep space and safety at a maximum in and around the shop, storage areas, and warehouses
- Coordinates item and furniture pickup, transport, and delegation with all other members of the shop team and Arvada Center staff, including scheduling of the Arvada Center box truck
- Assists with interdepartmental collaborations for all Arvada Center performances and events
- Other reasonable duties as assigned

Skills and Competencies

- Preferred experience includes:
 - Strong leadership and mentorship skills
 - Advanced sewing and upholstery skills
 - Experience with crafting techniques including: molding and casting, puppetry, woodworking, carving, painting, digital media, and research; and the ability to read and interpret design drawings
- Proficiency or willingness to learn Google Workspace
- Breadth of knowledge about materials, tools, products, design styles, and processes
- Exceptional organization and prioritization ability
- Effective written and oral communication skills
- Brings enthusiasm to a highly collaborative process in a team-oriented environment
- Possess strong problem-solving skills and highly adaptable
- Ability to work independently
- Receptive to feedback and expert guidance
- Possesses a valid driver's license and willingness to drive a box truck
- Ability to lift and carry 20+ lbs. regularly and 50+ lbs. occasionally

Compensation

This is a full-time, nonexempt position earning an annualized salary of \$49,920 (\$24.00 p/h) in addition to a benefit package including health, dental, vision insurance plans, term life and accident policies, 401k retirement plan, flexible spending plan, paid time off, and more!

The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Application Instructions

Send an email with resume and cover letter as PDF to jobs@arvadacenter.org with the job title in the subject line.

Applications accepted until June 26, 2026.