

Prop Shop 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 an inclusive and welcoming environment for all artists, actors, staff, volunteers, and patrons.

Position Summary

Reporting to the Director of Production, this position manages the daily operations of the Prop Shop and supervises the Prop Shop staff. Working under the design guidance of the Director of Scenic Design (and guest designers), the Prop Shop is responsible for building, sourcing, and shopping hand props, furniture, and properties for stage productions, special engagements, and Education department events.

Responsibilities

- Works directly with the Director of Scenic Design (and guest artists) to ensure a cohesive look based on their design throughout each production.
- Supervises and assists with the creation and maintenance of: all show props, prop list shared documents, show budgets, daily workflow documents, and applicable calendar events
- Submits credit card expense reports to Finance team in a timely manner
- Participates in all Production meetings and reviews rehearsal and show reports for props notes on a daily basis
- Attends technical rehearsals, as needed
- Project planning, including procurement/returning of supplies as needed
- Ensuring shop is up to date with Safety Data Sheets/labeling, safety equipment/stock, safety of shop and warehouse spaces
- Manages organized inventory and maintenance of all items in shop and warehouse spaces
- Develops and maintains vendor/seller relationships
- Assists with interdepartmental collaborations for all Arvada Center performances and events
- Approves shop staff time sheets, time off requests in a timely manner
- Hires and trains Prop Artisan Team, including mentorship and professional development
- Other reasonable duties as assigned

Skills and Competencies

- Preferred experience includes working knowledge of drafting, designing, woodworking, carving, painting, sculpting, sewing, upholstery, puppetry, molding and casting, digital media, research. Advanced electronics, servos, etc. a plus
- Experience with advanced electronics a plus
- Excellent time management and communication skills
- Breadth of knowledge about materials, tools, products, vendors, styles, and processes
- Must have an enthusiasm for working as a team and willingness to adjust plans throughout the rehearsal process
- Possess a valid driver license and willingness to drive a box truck
- Ability to lift and carry 20+ lbs. regularly and 50+ lbs. occasionally
- Willingness to work nights and weekends as needed

Compensation

This is a full-time, nonexempt position earning an annualized salary range of \$58,000- \$62,000 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 your resume and cover letter as PDF to jobs@arvadacenter.org with the job title in the subject line.