

Costume Shop Stitcher

Length of Engagement: July 14, 2025 - April 10, 2026

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 Costume Director, this position helps to create and complete costume pieces and other projects assigned by the First Hand or Draper in the areas of stitching, finishing, and alterations.

Responsibilities

- Sews, by machine and hand, costumes assigned by the project leader (CS Lead or Draper)
- Assists in the completion of garment alterations
- Launders, presses, and rolls fabric before use
- Assists with wardrobe duties (i.e. laundry and repairs) as requested by the Wardrobe Supervisor
- Assists with stocking, organizing, and cleaning of costume pieces
- Helps with daily shop operations, such as cleaning and organization
- Helps maintain a safe working environment
- Maintains integrity of costume pieces owned and rented
- Assists with maintenance of inventory, both on-site and at off-site storage
- Assists with costume crafts projects, as needed
- Other reasonable duties as assigned

Skills and Competencies

- Proficiency with industrial and domestic sewing machines as well as industrial and domestic irons
- Proficient knowledge of both theatrical hand sewing and machine sewing techniques, cutting garment pattern pieces, alterations of men's and women's garments
- Demonstrate a strong ability to work independently or as a part of a team while maintaining an effective, open line of communication with co-workers
- Knowledge about materials, tools, products, vendors, styles, and processes
- Ability to effectively manage time and work under deadlines
- Must have an enthusiasm for working as a team and willingness to adjust plans throughout the rehearsal process
- Strong ability to manage workload in a fast-paced environment while maintaining a clean and organized work area
- Responsible for the maintenance of equipment and general costume shop/work area cleanup
- Ability to lift and carry 25 pounds; sit and stand for long periods of time
- Willingness to occasionally work nights and weekends

Compensation

This is a seasonal, non-exempt position earning \$19.25 - \$20.25 per hour for 30-40 hours per week for the duration of the engagement, in addition to 401k and eligibility for Medical and Vision insurance plans, paid sick time and up to five (5) floating holidays.

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.

Applications accepted until June 20, 2025.