



Props Artisan

Length of Engagement: July 14, 2025 - April 17, 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 Director of Scenic Design and Properties, this position assists with the creation and maintenance of props and furniture, and assists with set dressing duties for all productions in the theatre season, as well as additional events and presentations throughout the organization.

Responsibilities

- Creation, alteration, and maintenance of hand props and furniture for all theatre productions
- Hands-on work involving maintenance, upholstery, painting, stitching, woodworking, carving, puppetry, molding and casting, digital media, and research
- Item and furniture pick-up and transport with other members of the shop team (and Arvada Center staff)
- Assists with acquiring and creating props for performances and events produced by the Education Department and other interdepartmental events
- Helps to maintain a clean and safe environment in the Prop Shop
- Other reasonable duties as assigned

Skills and Competencies

- Preferred experience includes the ability to interpret and realize design drawings, woodworking, carving, painting, sculpting, sewing, upholstery, puppetry, molding and casting, digital media and research
- Excellent organization and communication skills
- Breadth of knowledge about materials, tools, products, styles, and processes
- Must have enthusiasm for collaboration, teamwork, problem-solving, flexibility, and working both independently and under guidance
- Possess 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 seasonal nonexempt position earning \$19.00 - \$20.00 per hour for 30-40 hours per week for the duration of the agreement, in addition to 401k and eligibility for Medical and Vision insurance plans, paid sick time and up to 24 floating holiday hours starting July 14, 2025. Additional agreements may be offered at the end of the fiscal year.

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 30, 2025.