

**Cutter/Draper - Seasonal**  
**Length of Engagement: July 14, 2026 to April 10, 2027**  
**(With possibility of future seasonal agreements)**

**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 Costume Director, this position creates patterns and delegates or executes construction in accordance with the Costume Designer's renderings and/or technical drawings.

**Responsibilities**

- Creates and executes plans for the construction of costume pieces in coordination with the shop directors and designer
- Calculates yardage and creates patterns from designer sketches and technical drawings
- Adheres to and enforces deadlines and guidelines
- Maintains inventory of certain shop supplies, including stock fabrics, notions and other materials
- Attends costume fittings to fit costumes both constructed and altered
- Corrects/alters patterns and costumes as needed
- Cuts or supervises the cutting of fabrics from patterns
- Prepares work for Stitchers, Craftsperson, and over hire staff in coordination with Costume Shop Lead and Shop Management
- Sews costumes- by machine or hand, as needed
- 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**

- Knowledge of and experience with theatrical cutting, stitching, tailoring and basic crafts techniques
- Working knowledge of costume materials including but not limited to: fabrics, notions and craft supplies
- Working knowledge of machinery used in the costume industry including but not limited to: industrial and domestic single and multi-needle sewing machines, sergers, blind hemmers, roll hemmers, etc.
- Demonstrated proficiency in flat pattern making, draping, and commercial patterns
- Knowledge of and experience with a variety of costume construction techniques
- Knowledge of and experience with tailoring techniques and standards
- Understanding of costume period shape and how to best adapt existing and fully constructed costumes
- Good working knowledge of costume history, and desire to develop that knowledge and techniques
- Good working knowledge of fabric types, uses and desire to develop that knowledge and techniques
- Demonstrates ability to lead with strong collaboration skills including but not limited to: time management, workflow, interpersonal communication
- Excellent organizational skills
- Flexible and able to pivot quickly to adjust to changing goals and deliverables
- Willingness to occasionally work nights and weekends
- Ability to lift and carry 25 pounds
- Comfortable working at height, climbing ladders/stairs, and standing or moving for extended periods

## **Compensation**

This is a seasonal, nonexempt position earning \$23.50 per hour for 30-40 hours per week, for the duration of the engagement, in addition to 401k, Medical and Vision insurance plans, paid sick time, and 3-5 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](mailto:jobs@arvadacenter.org) with the job title in the subject line.

Applications will be accepted until June 12, 2026.