



Draper - Seasonal

**Length of Engagement: ASAP to April 11, 2025
(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 an inclusive and welcoming environment for all artists, actors, staff, volunteers, and patrons.

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, promoting a safe and healthy work environment for shop staff
- 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 all fabrics from patterns
- Prepares and assigns work to Stitchers, Craftsperson, and over hire staff in coordination with First Hand and Shop Management
- 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
- 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

- Demonstrated 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

Compensation

This is a part-time, nonexempt position earning \$22.00 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 with the job title in the subject line.

Applications will be accepted until July 31, 2024.