

Patricia Reser Center for the Arts
Position Posting
Assistant to the Executive Director

Reports to: Executive Director
FSLA Status: Non-exempt, Full-time with benefits
Date of Posting: November 10, 2021

Please note: Full vaccination against COVID-19 is a prerequisite for employment. The Reser will consider exemptions for medical or religious reasons.

Patricia Reser Center for the Arts is an equal opportunity, at-will employer, dedicated to the goal of creating a diverse and inclusive working environment. We strongly encourage applications from women, persons of color, and LGBTQ individuals. All qualified applications will receive consideration for employment without regard to age, race, color, religion, gender, gender expression, national origin, disability status, protected veteran status, marital status, sexual orientation, or any other characteristic protected by law.

ABOUT US

The Patricia Reser Center for the Arts (PRCA, The Reser) is a new, professional arts center located in downtown Beaverton, Oregon. Construction began in November 2019, and the Center is scheduled to open to the public in March 2022. Immediately adjacent to City Hall, the facility consists of a 550-seat mainstage theater, an art gallery, meeting and rehearsal rooms, and a public plaza. Upon opening The Reser will be the most technically advanced theater in the region. The Reser will present national touring artists, local and regional performing arts organizations, visual arts exhibitions, arts education programs, and will serve as a social and cultural hub for Beaverton and its surrounding communities. www.thereser.org

The Reser is governed by the Board of Trustees of Beaverton Arts Foundation, which is filled with accomplished, respected, and dedicated community volunteers. Together with the City of Beaverton, and after a hugely successful capital campaign, they have brought The Reser to life. which is managed and led by Executive Director, Chris Ayzoukian. Although the Foundation dates from 1999, The Reser itself is a relatively new organization and, by its nature, will pass through several distinct phases before it achieves a mature, operating state. Its current phase is focused on near-term projects: preparations for the public opening, staff development, inaugural programming, and the creation of the policies and practices that will guide its future. This inaugural year may be accompanied by changes in the size and structure of the staff, the allocation of job responsibilities, and the skills required for success. Adaptability and a personal commitment to the mission of The Reser are vital qualities for any employee in this environment. The scope of responsibilities of the Executive Assistant will evolve to meet the needs of The Reser as it progresses through its opening phase and its first full season to take its place as the cultural center of Beaverton and vital resource in the regional community.

It should also be noted that this position is being filled at a moment, in which, because of the coronavirus pandemic, it may be still useful to work remotely from time to time. Despite the fact that staff will be expected to work on-site under normal circumstances, candidates should evaluate their personal capacity for being responsive and productive while working independently. The successful candidate will be confident both in their ability to thrive in a fast-paced and collaborative team environment., and their ability to fulfill their job responsibilities in a hybrid environment if necessary.

WHAT YOU'LL DO

The principal role of the Executive Assistant is to support, facilitate, and amplify the work of the Executive Director (ED). The ED's responsibilities bridge the internal and external needs of PRCA. They are extensive and will include staff leadership, Board relations, program design, community relations, coordination with City staff and City Council, developing the performing arts season, booking artists, budgeting, financial oversight,

fundraising, and functioning as the principal spokesperson and public “face” of the arts center. The Executive Assistant will support the ED in each of these roles, and so must be organized, detail-oriented, responsive, nimble, curious, articulate, and routinely exercise both good judgment and good humor. This is a unique opportunity to play an instrumental part in the creation of an important community and cultural resource.

Other specific responsibilities will include:

Executive Support Functions:

- Coordinate written communication from the ED, including reports, promotional materials, newsletters, Board communications and presentations (including research, attachments, proofreading, layout, editing, and the creation of PowerPoint presentations) and final document preparation
- Draft written responses on behalf of ED to inquiries from the community
- Maintain the ED’s calendar, schedule appointments with a variety of stakeholders, coordinate registration for the ED’s attendance at events/conferences, etc.
- Conduct special research and projects as assigned, requiring independent analysis and judgment, compile data, charts, and graphs
- Coordinate ED schedule of donor and prospect meetings and public functions/speeches with the Donor Engagement Department to maximize fundraising effectiveness

Board Support Functions

- Coordinate the planning of meetings and special projects in support of the Board of Trustees
- Take minutes of Board and/or Board committee meetings
- Confirm Trustee attendance at meetings and report the presence or absence of a quorum to the chair
- Prepare correspondence, meeting materials, and minutes for meetings of the Board and its committees and provide same to senior staff and Trustees on a timely basis
- Prepare draft and final agendas for Board and Committee meetings, as directed by the ED and Senior Staff
- Maintain current Board & Committee rosters
- Maintain the comprehensive and official record of Board minutes, resolutions, and other documents

Office Management Functions

- Coordinate staff meetings, prepare agendas, take notes as needed
- Ensure an adequate central inventory of office supplies
- Manage the purchasing of supplies, as needed
- Coordinate with outside vendors for the repair of office equipment

PRIMARY RELATIONSHIPS

The Executive Assistant will have numerous relationships and interactions, including with members of the Board of Trustees, City officials and staff, community members, and other PRCA staff. Once PRCA opens, this list may expand to include artists, agents, patrons, and donors, among others.

SKILLS AND EXPERIENCE NEEDED

- A strong aptitude for organization and precision
- Outstanding planning and time management skills
- The ability to listen carefully and take accurate notes
- The ability to multitask and set priorities in a fast-paced work environment
- Excellent communication skills: the ability to speak and write clearly and persuasively
- Mature interpersonal skills; a talent for diplomacy; a builder of respectful and collaborative professional relationships

- Demonstrable skill in the use of Microsoft Office and other office management software tools
- Experience with scheduling meetings, recording minutes, filing, preparing memos, managing email distribution, and coordinating projects and activities with colleagues
- The ability to exercise discretion and maintain confidential information
- A cheerful and welcoming demeanor, in person, on the phone, or in video conferencing

PREFERRED QUALIFICATIONS

- Previous experience as an executive or administrative assistant
- The ability to manage and interpret data
- Previous experience working in an arts organization
- Previous experience in a nonprofit organization
- A personal commitment to the value of the arts

WORKING ENVIRONMENT - ESSENTIAL PHYSICAL ABILITIES

Most of the responsibilities of this position are performed in a traditional office setting and do not typically involve equipment that poses a threat of injury. The successful completion of duties relies on the following physical abilities: Sufficient (corrected or uncorrected) vision to read text of various sizes and perceive colors and shapes accurately. Sufficient clarity of speech and hearing to communicate effectively in person and on a telephone, to hear sounds within the normal range of conversation and in the context of crowd noise. Sufficient manual dexterity to operate office equipment. Sufficient personal mobility, strength, and reflexes to perform light work and to reach, stoop, bend, kneel, climb, and lift as much as 25 pounds. Must also be able to stand for extended periods of time without assistance. *The physical abilities required for this position may be flexible and we encourage those who may require accommodation to apply.*

COMPENSATION AND BENEFITS

An annual salary of \$45,000 commensurate with experience. Benefits include medical and dental insurance, Flexible Spending Account, paid vacation and matching 403(b) retirement plan contributions.

HOW TO APPLY

Interested and qualified applicants are encouraged to submit a resume, accompanied by a cover letter describing why this position is of interest and the personal and professional experience that has prepared them to be successful. All applications will be held in confidence. Initial review of applications will begin on or about **November 15th** with the goal of selecting a candidate by **December 1st, 2021**. Interested applicants should submit materials as soon as possible. Applications received after December 1st may not be eligible for consideration.

All applications and/or inquiries should be sent via email only, addressed to:

Chris Ayzoukian, Executive Director
Jobs@TheReser.org

MS Word or PDF attachments only, please
Subject Line: PRCA Assistant to ED application
File names of all attachments should include applicant's last name