

# Patricia Reser Center for the Arts

## Position Posting

### Programming Manager

Reports to: Executive Director  
FSLA Status: Non-exempt, Full-time with benefits  
Date of Posting: November 15, 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 and international 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](http://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: final preparations for the public opening, ongoing staff development, inaugural programming, and the creation of the policies and practices that will guide its future. The inaugural year will require a nimble and creative staff, with the skills and commitment to overcome all challenges as a team. 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 Programming Manager will evolve to meet the needs of The Reser as it progresses through its opening phase and into the 2022-23 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. 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 fulfill the job responsibilities in a hybrid environment when necessary, and to thrive in a fast-paced and collaborative team environment.

### **WHAT YOU'LL DO**

Working both independently and with the Executive Director you will identify national, international, and regional artists and performances that will advance The Reser's core mission as a professional performing arts presenter. The Programming Manager will assist in artistic planning, and the development, scheduling, booking, and logistics related to The Reser's presenting season. The PM will be a key participant in imagining, coordinating, and materializing arts programming that will differentiate The Reser in the Portland Metro cultural landscape and give meaning and substance to our mission. The PM's scope of responsibility may also include conceiving and producing community engagement events, arts education initiatives (classes, panel discussions, artist talkbacks, etc.) and interdisciplinary programs in collaboration with the Art Gallery Coordinator. Other specific responsibilities include:

- Establish and maintain an Agents & Artists database, including submissions, press packets, photos, fees, recordings, photos, and graphics.
- Coordinate details of visits by guest artists and their participation in performances, residencies, master classes, donor engagement, and other associated initiatives.
- Communicate directly in advance with artists and their representatives to ensure that the needs of both artists and The Reser are met in a timely manner and in accordance with any governing contract.
- Ensure a highly professional and welcoming environment for all artists and programming partners.
- Coordinate with other staff and service providers to arrange for local transportation, lodging, catering, hospitality, and any other contractually guaranteed support; coordinate the use of any internal, non-performance spaces and resources that may be needed to ensure the integrity and comfort of the artist's engagement at The Reser.
- Collaborate with other internal departments and staff to ensure coordinated scheduling of rehearsals, sound checks, engagement activities, publicity interviews, and development-related appearances that involve visiting artists; create and distribute schedules, itineraries, and other documentation related to artist visits, residencies, engagements and performances
- Serve, when required, as the on-site liaison with visiting artists when they are in residence at The Reser or in related activities, greeting artists and escorting them to non-performance events, interviews, and engagements.
- Develop strong relationships with regional performing arts organizations; look for mutually beneficial opportunities
- Maintain a comprehensive knowledge of regional performing arts programming; know who is performing and when and where.

## **PRIMARY RELATIONSHIPS**

The Programming Manager will report to the Executive Director. Other important relationships will include colleagues in Production & Operations, Marketing, Donor Engagement, and the curator of the art gallery. Significant external relationships will include artists and their agents & managers, as well as regional performing artists and arts organizations.

## **SKILLS AND EXPERIENCE NEEDED**

- A deep, personal passion for the performing arts across all genres
- Imagination: a talent for seeing connections and possibilities that may not be obvious
- A track record for developing and executing artistic and cultural programs and events in the performing arts
- Broad cultural awareness; appreciation and familiarity with diverse cultures and traditions
- Knowledge of contemporary performers and ensembles
- Experience with budgeting for performing arts programs and events
- A strong aptitude for organization and precision
- Outstanding planning and time management skills
- The ability to multitask and set priorities
- 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
- The ability to exercise discretion and maintain confidential information

## **PREFERRED QUALIFICATIONS**

- Experience with the business of arts presenting; knowledge of the business practices and processes necessary to booking and presenting performing artists, such as offers, contracts, and riders
- Practical experience working with agents and managers

## **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 \$55,000 commensurate with experience. Benefits include medical 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 22 with the goal of selecting a candidate by December 13. Start of employment will be January 4, 2022. Interested applicants should submit materials as soon as possible. Applications received after November 29 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 Programming Manager application

***File names of all attachments should include applicant's last name***