



Patricia Reser Center for the Arts
Position Posting
Finance & Administration Assistant

Reports to: Finance & Administration Director
FSLA Status: Non-exempt, Full-time with benefits
Date of Posting: July 15, 2022

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

Patricia Reser Center for the Arts (PRCA, The Reser) is a new, professional arts center located in downtown Beaverton, Oregon. Following a four-year period of design, planning, development and construction, The Reser opened its doors to the public on March 1, 2022. Immediately adjacent to City Hall, and within steps of a regional light-rail station, the facility consists of a 550-seat MainStage theater, an art gallery, meeting rooms, rehearsal and classroom spaces, and a public plaza. The Reser is the most technically advanced theater in the region. It opened to great acclaim from artists and audiences alike, hosting more than 30,000 visits in its first four months of public access. The Reser is designed to present national and international touring artists, local and regional performing arts organizations, visual arts exhibits, and arts education programs. It will also serve as a social and cultural hub for Beaverton and the growing communities just west of Portland Metro.

The Reser's inaugural phase was focused on start-up projects and priorities: final preparations for the public opening, Spring Season performances, ongoing staff development, the integration of complex systems and technology, and the creation of the policies and practices that will guide its future. The 2022-23 Inaugural Season, beginning in September, will continue to require a nimble and creative staff, with the skills and commitment to meet challenges as they arise, and to grow as a team. Adaptability and a personal commitment to the mission of The Reser are vital qualities for every employee in this environment. We are literally inventing the future for a new arts organization. The successful candidate will demonstrate a strong set of administrative skills, and possess the commitment and energy needed to thrive in a fast-paced, event-driven organization.

WHAT YOU'LL DO

The Patricia Reser Center for the Arts is looking for an administrative generalist who has abilities and interest in all aspects of the management of an arts center. The Finance Assistant will play a vital role in program support and execution. This individual will support The Reser's finance operations, administration management, and human resources. Other specific responsibilities include:

- Assist with onboarding new employees
- Assist with processing payroll (Asure payroll system)



- Enter payroll, accounts receivable, and accounts payable accurately into QuickBooks
- Maintain and update the vendor payment calendar
- Maintain and update the guest rental accounts-receivable calendar using VenueOps
- Assist in the maintenance of health, workers comps, 403b, FSA, and liability insurance records
- Assist in the correspondence and reporting to guest renters (from contract to reconciliation)
- Light IT support and coordinating with IT Service
- General Filing

PRIMARY RELATIONSHIPS

The Finance and Administration Assistant will report to the Finance & Administration Director. Other important relationships will include colleagues in Production & Operations, Marketing, Donor Engagement, Box Office, Front of House and the curator of the art gallery. Significant external relationships will include, guest renters, agents & managers, as well as patrons of The Reser.

SKILLS AND EXPERIENCE NEEDED

- Quickbooks skills (AP, AR, GL) preferred
- Advanced Excel skills
- Outlook, Adobe, general office programs
- Experience with Tessitura or other ticketing/donor databases a plus
- Aptitude for problem solving and logical thinking
- A deep, personal passion for the performing arts across all genres
- A strong aptitude for organization and precision
- Outstanding planning and time management skills
- The ability to multitask and set priorities
- Mature interpersonal skills; a talent for diplomacy; a builder of respectful and collaborative professional relationships
- The ability to exercise discretion and maintain confidential information

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 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 August 10 with the goal of selecting a candidate by August 22nd. Start of employment will be September 5th, 2022. Interested applicants should submit materials as soon as possible. Applications received after August 19th may not be eligible for consideration.

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

Vonessa Martin, Finance & Administration Director
Jobs@TheReser.org

MS Word or PDF attachments only, please

Subject Line: PRCA Finance & Administration Assistant application

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