



Patricia Reser Center for the Arts
Position Posting
Guest Safety Supervisor

Reports to: Director of Production and Operations
FSLA Status: Non-exempt, Full-time
Hours: Work will be subject to irregular hours, including nights & weekends
Date of Posting: August 31st, 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 Main Stage 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 inventing the future for a new arts organization. The successful candidate will demonstrate excellent people 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 a Guest Safety Supervisor who has experience and interest with event safety and security. This position will support The Reser's Operations and Front of House departments by ensuring that guests have a pleasant and safe experience. While the primary focus of this position is safety and security, the approach with guest presenters and audience members will be focused on creating a welcoming environment. This position is required to work many evenings and weekends during most scheduled events,



Specific responsibilities include:

- Monitor and schedule the stage door attendants as required for events.
- Monitor and issue keys and key cards as required to staff, contractors and guest presenters along with other credentialing as required.
- Monitor building security cameras. Save files for incident reports and the City of Beaverton as required.
- Provide Front of House monitoring assistance when required.
- Deescalate hostile and confrontational situations as required.
- Assist Director, Production and Operations with threat assessments and planning.
- Assist Front of House Manager with crowd management planning as required.
- Contribute to the site security plan.
- Work with the City of Beaverton to ensure that life safety equipment testing, and compliance is up to date.
- Provide leadership in the event of an emergency.
- Maintain inventory of first aid supplies.
- Be prepared to render first aid as required, including CPR and/or the use of a defibrillator.
- Schedule drills and training for the staff.
- Assist department staff with event set ups as required.

PRIMARY RELATIONSHIPS

The Guest Safety Supervisor will report to the Director of Production and Operations. Other important relationships will include colleagues in Box Office, Front of House, Box Office, Art Gallery, Marketing and Donor Engagement. Significant external relationships will include, guest renters, City of Beaverton employees including public safety officers, and patrons of The Reser.

SKILLS AND EXPERIENCE NEEDED

- Current DPSST license or willingness to obtain a license within 90 days of hire date.
- Experience with A2 software is preferred.
- Willingness to obtain an OLCC license.
- CPR and Basic First Aid certification preferred
- The successful completion of de-escalation training is preferred.
- The ability to inspire confidence and manage both individuals and crowds effectively
- Aptitude for problem solving and logical thinking.
- Ability to remain calm and alert at all times, especially during verbal interactions.
- Outstanding planning and time management skills
- The ability to multitask and set priorities
- Outlook, Adobe, and Microsoft Office (Word, Excel)

WORKING ENVIRONMENT - ESSENTIAL PHYSICAL ABILITIES

The successful completion of duties relies on the following physical abilities: Sufficient (corrected or uncorrected) vision to read text of assorted 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 fifty pounds. Must also be able to stand for extended periods of time without assistance and ascend or descend stairs quickly. *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 \$50,000 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 with the goal of selecting a candidate by September 23rd. Start of employment will be, October 10th, 2022. Interested applicants should submit materials as soon as possible. Applications received after September 23rd may not be eligible for consideration.

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

Julie Bunker, Director Production and Operations
Jobs@TheReser.org

MS Word or PDF attachments only, please

Subject Line: PRCA Guest Safety Supervisor application

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