



**Patricia Reser Center for the Arts**  
**Position Posting**  
**Rental Events Manager**

Reports to: Director of Finance and Business Operations  
FSLA Status: Exempt, Full-time with benefits  
Schedule: *This position requires early morning, evening and weekend obligations, as well as work on some holidays for events.*  
Date of Posting: November 23<sup>rd</sup>, 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

The Patricia Reser Center for the Arts (PRCA, The Reser) is a new performing arts center located in downtown Beaverton, Oregon. Construction began in November 2019, and the Center opened to the public in March 2022. 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 programming includes Reser Presents, local and regional performing arts organizations, visual arts exhibitions, and arts education programs. Since it opened, The Reser has become an important social and cultural hub for Beaverton and its surrounding communities. [www.thereser.org](http://www.thereser.org)

#### ABOUT THE JOB

The Reser is seeking a skilled Rental Events Manager to join our team. This position offers the right person a rare opportunity to play a key role in a new arts organization, which includes helping shape The Reser's identity and policies for years to come. The Rental Events Manager plays a central role in community support and financial success of the organization by developing strong working relationships with external clients, including regional performing arts organizations, individuals, businesses, and the City of Beaverton.

## PRIMARY RELATIONSHIPS

The Rental Events Manager reports directly to the Director, Finance and Business Operations. This position will work closely with other departments, including Production & Operations, Marketing & Patron Services, Box Office, and Programming.

## WHAT YOU'LL DO

The Rental Events Manager is an important member of the team, responsible for coordinating event details for all rental events and serving as the main source of contact for rental clients. As the primary point person representing the venue, this person will facilitate The Reser's success by maintaining a positive working relationship between the client and the venue. Task examples include assessing client needs, scheduling events, working with production to determine feasibility, and coordination of information with the technical and front of house staff. This is a position that requires a strong aptitude for customer service, meticulous attention to detail, the ability to multi-task, and a working understanding of how theaters function.

*The ongoing responsibilities of the Rental Events Manager include the following:*

- Collaborate closely with staff at The Reser to ensure an extraordinary client experience from first point of contact through the end of an event
- Serve as the first and primary point of contact for all rental inquiries and respond to all prospective clients promptly
- Conduct facility tours for prospective clients; serve as the primary information source for clients on rates, policies & procedures, and space availability
- Implement and track all aspects of rentals, including pre-event walk-throughs, scheduling, contracting, day of event management, and invoicing
- Develop and monitor rental and events income projections and budgets
- Build relationships with corporate and third-party event planners and consultants
- Update the rental calendar as needed in The Reser's scheduling software, Venue Ops
- Serve as the primary liaison for City of Beaverton meeting and event requests
- Research and gather information for events
- Coordinate client needs with internal departments, including Production & Operations, Marketing & Patron Services, Box Office, and the Art Gallery, using event manifests and weekly event information meetings
- Serve as Manager-on-Duty for select events.
- Serve as the main point-of-contact for show settlements.

- Follow-up with post-event reviews to determine client satisfaction and lessons the organization can learn from the client's experience
- Schedule and aid with room set-ups

#### SKILLS AND EXPERIENCE NEEDED

- Excellent time management and organizational skills
- Strong budgeting and financial management
- Attention to detail and ability to work without direct supervision
- A combination of education and professional experience that convincingly demonstrate the candidate's skills and ability to perform all responsibilities at a professional level
- A team leader dedicated to the empowerment and success of colleagues; a builder of strong relationships, with the humility to work in the background when necessary
- Outstanding interpersonal, presentation, writing, and communication skills; the ability to articulate ideas clearly, spoken and written
- The energy and ability to balance multiple tasks in the context of a busy arts center; the ability to complete projects on time; the foresight to ask for help when needed.

#### PREFERRED SKILLS AND EXPERIENCE

- Event planning and management with preference given to candidates with either
- A working knowledge of backstage and front-of-house operations, and how those functions integrate with public performances and catered events.
- Experience working with banquet operations, caterers, and event rental companies.
- Experience in performing arts, preferably with a non-profit presenting organization or venue
- Experience with VenueOps Calendar software.
- Willingness to be patient when working with clients who may have a limited understanding of how to stage a successful event.
- A talent for diplomacy; the ability to handle difficult interactions; a relentless commitment to customer service that is rooted in respect for every individual; strong self-awareness

#### WORKING ENVIRONMENT - ESSENTIAL PHYSICAL ABILITIES

About sixty percent of the principal responsibilities of this position are performed in a traditional office setting and do not typically involve equipment that poses a threat of injury. Forty percent of the job requires the ability to tour the facility and interact professionally with potential clients. 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 \$60,000 commensurate with experience. Benefits that 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 December 12, 2022 and will continue until a pool of highly qualified finalists has been identified. Applicants should submit materials as soon as possible. Applications received after December 24, 2022, may not be eligible for consideration.

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

Vonessa Martin, Director, Finance & Business Operations

[Jobs@TheReser.org](mailto:Jobs@TheReser.org)

MS Word or PDF attachments only, please

Subject Line: RENTAL EVENTS MANAGER application

No phone calls please.

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

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