



Patricia Reser Center for the Arts
Position Posting
Production Supervisor

Reports to: Director of Production and Operations
FSLA Status: Non-exempt, Full-time with benefits.
Hours: Work will be subject to irregular hours, including evenings & weekends
Date of Posting: December 17th, 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

ABOUT THE JOB

The Reser is seeking a skilled Production Supervisor 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 Production Supervisor will play a vital 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, by anticipating and responding to their production needs.

PRIMARY RELATIONSHIPS

The Production Supervisor reports to the Director of Production and Operations in a department that includes the Production Manager, the Operations Manager, and part-time Event Staff. In addition, this position will collaborate closely with guest presenters, the Rental Events Manager, the Programming Manager, the Gallery Programs Manager, the Education and Community Program Manager, and the City of Beaverton to ensure their technical needs are met.



WHAT YOU'LL DO

The Patricia Reser Center for the Arts is looking for a Production Supervisor who has experience in technical theater including lighting, AV and rigging with an emphasis on executing complicated sound set-ups and FOH and monitor mixing. This position will support The Reser by assessing client technical requirements and executing those requirements. This position is required to work evenings and weekends during most scheduled events.

Specific responsibilities include:

- Serve as A1 or A2 on Visiting Presenter events as requested by the client or when determined as necessary by the Production Manager or Director of Production and Operations.
- Setting and enforcing guidelines for the safe use of all technical equipment.
- Set up and operate sound equipment for live events to ensure the best acoustic result.
- Overseeing and assisting events, Reser Presents and events in the ancillary spaces.
- Assist with the development of a preventative maintenance program for all equipment. Perform maintenance on equipment and make purchase recommendations as required. Development of an inventory system to track equipment use by client, listing the equipment requests in Venue Ops.
- Research and gather information for resource planning for events by reviewing the riders and internal AV requests. Ensure that the AV inventory is up to date in Venue Ops for resource allocation.
- Serve as Manager-on-Duty for select events, as appropriate. Provide support for the Reser Presents series including advancing show equipment needs, managing the back line requests and serving as the A1 or A2 on all Reser Presents events.
- Advise the Director of Production and Operations on feasibility, cost, and equipment capabilities of purchases. Arrange for backline and communicate any rental costs to the Director of Production and Management for settlement.
- Assist with the hiring, training, and orientation of part-time and third-party contractor stagehands. Assist the Production Manager with scheduling technical staff for events and/or performances as required.
- Assist with non-AV related stage and event set-ups as required.
- Assist the Director of Production and Operations in the development of an outreach plan to train and attract diverse and under-represented individuals to the venue management and stage production fields.

SKILLS AND EXPERIENCE NEEDED

- Aptitude for problem solving and logical thinking
- Ability to troubleshoot and repair equipment, manage software, and perform technical tasks
- Experience and knowledge of live sound reinforcement systems including the Yamaha CL digital mixing consoles and Rio Series I/O units via Dante
- Proficient in industry-standard audio software tools including QLab and ProTools



- Experience with counterweight system operation and stage lighting preferred
- Ability to remain calm and alert at all times
- 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 the ability 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. Excellent hearing including the ability to hear in a noisy environment. Sufficient manual dexterity to operate stage equipment. Sufficient personal mobility, strength, and reflexes to perform heavy 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.

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 with the goal of selecting a candidate by. Start of employment will be, **February 1st, 2023**. Interested applicants should submit materials as soon as possible. Applications received after **January 7th, 2023**, 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 Production Supervisor Application
File names of all attachments should include applicant's last name