Patricia Reser Center for the Arts
Position Posting
Facilities Operations Supervisor

Reports to: Managing Director
FSLA Status: Exempt, Full-time with benefits, occasional nights and weekends required
Date of Posting: June 30, 2023

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 MAX blue line 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 50,000 visits in its first year 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 serves as a social and cultural hub for Beaverton and its surrounding communities.

The organization is governed by the nonprofit Beaverton Arts Foundation (dba Patricia Reser Center for the Arts), consisting of a diverse Board of Trustees, filled with accomplished, respected, and dedicated community volunteers. In a successful public/private partnership, the City of Beaverton and the Foundation gave birth to PRCA. The nonprofit arts organization that gives life to The Reser is managed and led by Executive Director, Chris Ayzoukian.

Our first full season, just ending, is a successful outcome to the years of planning and preparation that preceded it. The entire region is taking note of The Reser’s contribution to its cultural life. The Reser’s second full year, the 2023-24 Season, 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 an impressive set of skills and must possess the hands-on professional experience and leadership ability to ensure that our facilities and operations reflect the highest industry standards, to manage and motivate third-party contractors, and to serve as a collegial and supportive member of the staff.  www.theresar.org

ABOUT THE JOB
The Facilities Operations Supervisor plays a central role in the operation and maintenance of the building and other physical assets. The Facilities Operations Supervisor serves as the operations liaison between the PRCA and the City of Beaverton, the building owner. The Facilities Operations Supervisor is responsible for the identification and management of third-party contractors required for the successful operation of the building, custodial and trash services and City contractors required to maintain the building. The Facilities Operations Supervisor ensures the success of all events by planning and assisting with event set-ups in the ancillary rental spaces. Working with the Managing Director, the Facilities Operations Supervisor plays a critical role in the physical safety and security of the building and its users through the operation and maintenance of the building card readers and security camera system and serving as a security presence when required.

PRIMARY RELATIONSHIPS
The Facilities Operations Supervisor reports directly to the Managing Director and works closely with the Production department, which includes (1) Director of Production, (1) Production Manager, (1) Production Supervisor and several part-time event staff. This position works closely with internal departments, including Programming, Events Management, Donor Engagement, Front of House, and Marketing.

RESPONSIBILITIES
- Ensure all operations are carried on in an appropriate, cost-effective manner by setting and maintaining Periodic Automatic Replacement (PAR) levels for supplies, maintaining, and executing a building project list, and organizing and maintaining building supplies and storage areas to provide maximum efficiencies.
- Coordinate event set-ups with the Event Rentals Manager by attending weekly planning meetings and providing advice on the ancillary space set-up schedule based on competing building maintenance work. Assist with the scheduling, staffing, and set-up and strike of rental events as required.
- Coordinate events with external stakeholders, including the City of Beaverton and third-party vendors, which include custodial, trash pick-up, construction and building maintenance contractors, such as flooring contractors. Attend weekly meetings with the City of Beaverton facilities department to coordinate projects.
- Develop and maintain Standard Operating Procedures for the physical safety and security of the PRCA building using the S2 card access and camera security system. This position maintains and issues the staff and contractor key cards, establishes, and maintains the access levels and door schedules, locates, and maintains the security camera files used to document security and medical incidents.
- Purchase materials, plan inventory and oversee warehouse efficiency operations in purchasing, receiving, warehousing, and stocking.
- Assist with building compliance and equipment inspections, including elevator, back-flow, fire/life safety components, Genie lift, garage door, etc. Monitor City repair and maintenance work to ensure compliance with the Management Agreement.
- Formulate strategic and operational objectives to improve efficiencies and help with cost containment using monthly financial data reports.
- Assist the Managing Director with budget tracking and forecasting for operations. Assist with the identification, scope development and execution of capital projects.
- Assist the Managing Director and Education Manager with the development of an outreach plan to train and attract diverse and under-represented individuals to the venue management and facility management fields.

**SKILLS AND EXPERIENCE REQUIRED**

- Aptitude for problem solving and logical thinking.
- Ability to troubleshoot and repair equipment, manage software, and perform technical tasks.
- Experience with standard practices and procedures related to maintaining a building.
- Knowledge of best practices related to capital project management, building inventory and equipment life cycle management.
- Ability to work with government entities.
- Willingness to obtain a State of Oregon DPSST license.
- Ability to always remain calm and alert.
- Outstanding planning and time management skills
- The ability to multitask and set priorities.
- Ability to use tools to complete small building repair and maintenance projects.
- Outlook, Adobe, and Microsoft Office (Word, Excel, Visio) and other organizational tools

**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 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.
Not sure you meet 100% of our qualifications? If you believe that you could excel in this role, we encourage you to apply. We are dedicated to considering a broad array of candidates, including those with non-traditional workplace experience and backgrounds. Whether you’re new to arts and culture, returning to work after a gap in employment, or ready to take the next step in your career path, we will be glad to consider your application.

COMPENSATION AND BENEFITS
An annual salary range of $50,000 to $55,000 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 their personal and professional experience. All applications will be held in confidence. Initial review of applications will begin on or about July 21st, 2023 and will continue until a pool of highly qualified finalists has been identified. Applicants should submit materials as soon as possible. Applications received after July 28th, 2023, may not be eligible for consideration.

All applications and/or inquiries should be sent via email only to:
Vonessa Martin, Managing Director
Jobs@TheReser.org
MS Word or PDF attachments only, please
Subject Line: FACILITIES OPERATIONS SUPERVISOR application
No phone calls please.
File names of all resumes and attachments should include applicant's last name