



Patricia Reser Center for the Arts

Position Posting

Director of Production

Reports to: Executive Director
FSLA Status: Exempt, Full-time with benefits
Schedule: Hybrid work hours are Monday through Friday, 9:00 am to 5:00 pm, with some nights, weekends, and holidays required.
Date of Posting: August 7th, 2023 - REPOSTED

*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 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 Mainstage theater, an art gallery, meeting rooms, rehearsal and classroom spaces, and a public plaza. 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 members. In a successful public/private partnership, the City of Beaverton and the Foundation gave birth to PRCA.

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. 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 productions reflect the highest industry standards, to manage and motivate the production team, and to serve as a collegial and supportive member of the Senior Staff.

ABOUT THE JOB

The Reser is seeking a talented and dedicated Director of Production to join our outstanding team of professionals. The Director of Production (DP) will oversee and lead all production staff and production workflow, including the management of production planning, budgeting, and stage operations, rehearsal and performance logistics, and physical implementation. The DP is responsible for the supervision of all technical operations including communicating with internal and external production personnel, scheduling and supervising crew, managing events, and serving as stage manager when necessary. The Reser is not a union shop. The DP will ensure that all members of the production team, guest artists, and clients have the necessary support to accomplish their jobs safely, properly, and to the highest standard of professional excellence. The DP will provide technical support for a wide range of events, including performances by national touring artists, regional performing arts organizations, community organizations, commercial clients, and special events. This position requires a flexible work schedule in order to meet the needs of the organization, with night and weekend work frequently required.

PRIMARY RELATIONSHIPS

The Director of Production will report to the Executive Director and have numerous relationships and frequent interactions with the entire Senior Staff, the Rental Events Manager, and the Facilities Operations Supervisor, as well as national touring artists, local and regional arts organizations, and commercial clients. Direct reports to the DP will include the Production Manager, the Production Supervisor, and over-hire stagehands and technical crews. Great care has been taken to create a workplace that is collegial and collaborative. Accordingly, emphasis will be placed on the ability of the DP to create and maintain productive and respectful professional relationships.

WHAT YOU'LL DO

- Direct all technical operations and ensure safe and proper operations of all technical systems
- Share/split both onstage duties and production advance responsibilities with the Production Manager
- Serve as Manager-On-Duty during events, as required and on a rotating basis with other staff
- Serve as advance lead for productions; research technical riders to ascertain production requirements, determine feasibility, and make arrangements for special staging, rental equipment, and additional crew. Ensure that lighting plots, stage preparation, sound equipment, and other pre-event preparations are completed in accordance with performance contracts and advance instructions
- Provide production expertise to the Executive Director, Programming, Education, and Rental Events managers, as necessary, to assist in their evaluation of the feasibility and costs of potential productions and projects
- Participate in post-production reviews and other discussions to help ensure the achievement of The Reser's artistic goals and the highest production values possible
- Coordinate to ensure that touring artists' backstage comfort and security needs are met
- Schedule, coordinate, train and supervise the work of regular and temporary workers performing both semi- skilled and skilled technical work for performances, including load-ins,

performances, and load-outs; certify work hours and coordinate payroll for temporary and part-time workers

- Facilitate staff training in safety protocols, as needed
- Set production deadlines and goals and provide the necessary oversight to ensure that they are met
- Serve as senior manager backstage for “Reser Presents” performances
- Supervise the installation and maintenance of technical systems
- Recruit and train technical staff; certify individuals to operate technical equipment
- Coordinate budgeting for performance expenses, stage equipment, capital replacement, and stage maintenance with the Executive Director and Managing Director; participate in the development of the annual operating budget; maintain records relating to capital and maintenance needs

SKILLS AND EXPERIENCE NEEDED

- A bachelor’s degree in technical theater production or a combination of education and professional experience that demonstrates comparable knowledge, skills, and abilities necessary to perform at a professional level
- A minimum of five years of progressively responsible technical theater positions at a managerial level, preferably as a technical director or production manager at a similar-size (or larger) professional venue, including supervision of subordinate technical staff
- Working knowledge of lighting, rigging, and sound systems
- Solid understanding of current safety protocols for theatrical productions and related OSHA regulations and fire codes.
- Experience and knowledge of the performing arts
- A strong aptitude for organization and precision; outstanding budgeting, planning, and time management skills
- An exceptional ability to multitask and set priorities; must be punctual, reliable, and responsible
- Excellent communication skills; the ability to speak and write clearly and persuasively
- The patience and diplomatic skill to work with a variety of individuals, and community organizations with varying levels of experience
- Mature interpersonal skills; a talent for team building, motivating, and leading staff; a dedication to respectful and collaborative professional relationships; a commitment to equity and diversity in hiring

PREFERRED EXPERIENCE

- Previous experience working in a proscenium theater with fly loft
- Previous experience formulating policies, establishing effective procedures, and training staff
- Demonstrable understanding of the entire production process from both a creative and technical standpoint, with the ability to navigate a clear path to success for productions of any size and complexity.



The Reser's Mainstage Technical Package can be found [here](#).

WORKING ENVIRONMENT – ESSENTIAL PHYSICAL ABILITIES

Many of the principal responsibilities of this position are performed backstage, often in the dark, and either using or in proximity to equipment that may present a risk of injury. Both safety and the successful completion of duties rely on the following physical abilities: Sufficient (corrected or uncorrected) vision to operate in a low-light environment, to read written production materials, and supervise workers. Sufficient clarity of speech and hearing to discern verbal instructions, communicate effectively in person and on a telephone, hear sounds within the normal range of conversation, distinguish emergency warning sounds, and determine the direction of sounds. Sufficient manual dexterity to operate theater equipment. Sufficient personal mobility, strength, and reflexes to perform heavy work and to reach, stoop, bend, kneel, climb, work at heights, and lift 50+ pounds occasionally, 25-50 pounds frequently, and 10-20 pounds regularly. Must also be able to stand for extended periods of time without assistance.

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 \$75,000 to \$80,000 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 **August 28th, 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 **September 5th, 2023**, may not be eligible for consideration.

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

Chris Ayzoukian, Executive Director

Jobs@TheReser.org

MS Word or PDF attachments only, please

Subject Line: DIRECTOR OF PRODUCTION application

No phone calls please.

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