



Patricia Reser Center for the Arts  
Position Posting  
Stage Technician

Reports to: Director of Production & Operations  
FSLA Status: Non-exempt; Part-time; Hourly, Event Driven  
Schedule: Work is subject to irregular hours, including nights, weekends, and occasional holidays, sometimes on short notice.  
Date of Posting: March 12<sup>th</sup>, 2024

We strongly encourage applications from persons of color, women, and LGBTQ individuals.

ABOUT US

The Patricia Reser Center for the Arts (“The Reser”) is a new, nonprofit professional arts center opened to the public in March 2022, in downtown Beaverton, Oregon. Located near City Hall, Beaverton Central Max station, and The Round, the facility comprises a 550-seat Mainstage Theater, an art gallery, and meeting & rehearsal rooms. The Reser will present national touring artists, local and regional performing arts organizations, visual arts exhibitions, arts education programs, and serves as a social and cultural hub for Beaverton and its surrounding communities. For more information about the Patricia Reser Center for the Arts, please visit [www.thereser.org](http://www.thereser.org)

The Reser is governed by the Board of Trustees of Beaverton Arts Foundation (doing business as Patricia Reser Center for the Arts), consisting of accomplished, respected, and dedicated community volunteers. In a successful public/private partnership with the City of Beaverton, they have brought The Reser to life.

The Reser’s first full season in 2022-23 was a successful outcome to the years of planning and preparation that preceded it. The region is taking note of The Reser’s contribution to its cultural life. The Reser’s second full year, the current 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.

PRIMARY RELATIONSHIPS

Under the general supervision of the Director of Production and Operations and Production Manager, this safety-sensitive part-time position is responsible for performing tasks required for the delivery of stage services in a full-service, multi-purpose Arts Center including related supervisory tasks as assigned.

WHAT YOU’LL DO

The primary responsibility of the Stage Technician is as follows:

- Assist in the assembly, operation, and disassembly of lighting, sound, scenic elements and video.
- Assist in the construction of risers and musical equipment as well as other specialized theatrical equipment.



- Assist with the loading and unloading of trucks.
- Assist in the production of live events including the operation of theatrical equipment, including spotlights, stage lighting, video and projection elements, and moving scenery.
- Assist with the proper maintenance of theatrical equipment.
- Maintain a safe working facility for employees and patrons.
- May Occasionally act as a Stage Manager for some events.
- May perform supervisory duties while assisting in these tasks as assigned.

#### PERIPHERAL DUTIES:

Perform a variety of miscellaneous duties such as:

- Picking up supplies needed for events.
- Helping set up for classes, meetings, and other events within the facility.
- Perform other related duties as assigned.
- Has a general understanding of and receives cross-training in all facility operations.
- May staff these functions from time to time depending on scheduling needs.
- Performs related work as assigned by supervisor.
- Works on special projects as assigned.
- The ability to work a flexible schedule including mostly evening and weekend hours is required. Holiday work may be required.

#### PREFERRED QUALIFICATIONS

- Must be 18 years of age or older.
- A minimum of three (3) years of experience in theatre production or a closely related area required, with a strong emphasis in a specialty area (lighting, audio, rigging, or projections).
- Bachelor's degree in theatre production/technical theatre or related area preferred.
- Ability to establish and maintain effective working relationships with City officials, community organizations, the public, promoters, coworkers, and supervisors.
- Strong customer service skills and a willingness to help people.
- Working knowledge of theatrical equipment and procedures such as rigging systems, theatrical lighting, video projection, etc.
- Strong knowledge in theatrical/event specialty (lighting, audio, rigging, projections).
- Ability to effectively foster relationships with the public and to handle stressful situations.
- Ability to interact with a broad range of people to effectively accomplish assigned tasks or projects.
- Must be flexible and able to handle multiple tasks and conflicting priorities. Must be able to work under and adhere to deadlines, even under stressful or difficult situations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.



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- Ability to follow both verbal and written instructions, and the ability to issue clear and concise verbal and/or written instructions to others and report operations verbally or in written form.
- Ability to assist in setting up events and exhibits.
- Ability to work flexible hours including mostly weekends, evenings, and holidays as workload demands and as assigned.

#### 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 various sizes and perceive colors and shapes accurately. Sufficient clarity of speech and hearing to communicate effectively in the context of crowd noise, in person and on a telephone, and to hear sounds within the normal range of conversation. The ability to work in a fast-paced environment that may be bright, dark, or dimly lit. Sufficient manual dexterity to operate production equipment. Sufficient personal mobility, strength, and reflexes to perform light work and to reach, stoop, bend, kneel, climb stairs, and lift as much as 50 pounds. Should 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 need accommodation to apply.*

#### COMPENSATION AND BENEFITS

An hourly wage of \$23, commensurate with experience. Benefits that include paid vacation and sick time.

#### HOW TO APPLY

Interested and qualified applicants are encouraged to submit a resume and 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 the last week of March and **the position will be open until filled**. Interested applicants should submit materials as soon as possible.

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

Shaun Albrechtson, Director of Production & Operations  
[Jobs@TheReser.org](mailto:Jobs@TheReser.org)

MS Word or PDF attachments only, please  
Subject Line: Stage Technician Application

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

*The 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.*