



Patricia Reser Center for the Arts  
Position Posting  
Production Technician

Reports to: Director of Production & Operations  
FSLA Status: Exempt, Full-time with benefits  
Schedule: Work is subject to irregular hours, including nights, weekends, and occasional holidays, sometimes on short notice.

Date of Posting: August 26, 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 third full year, the upcoming 2024-25 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 supervision of the Director of Production and Operations, this position is responsible for the execution and overall quality of rigging, staging and scenic requirements for all events, shows, and projects taking place within the Patricia Reser Center for the Arts, a full service, multi-purpose arts center. This position performs duties deemed to be safety sensitive.

WHAT YOU’LL DO

The primary responsibility of the Production Technician is as follows:

- Ensures facility-wide staging, scenic and rigging for all events, shows, and projects meets or exceeds the standards and expectations of the organization.
- Plans, prepares, sets up, operates, supervises, and restores all stage equipment for events and shows, providing guidance to part time staff and visiting engineers.



- As instructed and approved by the Director of Production and Operations, coordinates equipment purchases and rentals.
- Is responsible for the creation and collaboration of all rigging and other stage mechanics; oversees the safe operations of stage mechanics by others.
- Manage and maintain rigging and stage systems, providing standard functionality at all times. Adjust and restore rigging and stage systems as needed for performances and events.
- Safely and correctly utilizes, procures, installs, and maintains all stage equipment and power distribution systems.
- Acts as Stage Manager, Lead Flyman and Deck Technician, or similar position, as assigned; supervises and/or liaises with similar technical positions as necessary for productions and/or events.
- Installs and maintains the safe operation and correct utilization of all staging, scenic , and rigging equipment and systems.
- Supervises and assists in the production of live events and shows including but not limited to, the assembly, disassembly, and use of audio, video, lighting, scenic and staging elements, band gear, and production equipment.
- As assigned by the Director of Production and Operations, manage and complete projects including the review of show riders, stage setups, and other paperwork, crew calls, and various other reports and correspondence. Evaluate incoming audio needs, advance requirements, and communicate production needs with The Reser production team and touring personnel.
- Interprets contracts, riders and plans to provide appropriate equipment and timely setup.
- Assists the Director of Production and Operations with short and long-range planning projects involving rigging, orchestra shell, flooring and stage decks, power distribution, and other systems as assigned.
- Assists the Director of Production and Operations with administrative tasks including, but not limited to, advancing shows, scheduling staff, budgeting, capital project planning and execution.
- Assists the Production Team and Department personnel, as needed, to plan, prepare, execute, and restore from shows, events, and projects.
- Provides setup and oversight of rigging, various equipment setups, and deck needs for facility rentals.
- Supervises on-call and part-time staff; assists with training and supervising the work of assigned staff.
- Acts as Stage Manager and/or Event Lead as assigned.
- Complies with and ensures compliance with all organization policies and procedures and all industry, local, and departmental safety rules and regulations.
- Works an irregular schedule including mostly evening and weekend hours. Holiday work is occasionally required.
- Adhere to and promote all OSHA, NFPA, and NEC regulations as they pertain to the safe operation of all production elements.
- Performs other related duties as assigned.

PERIPHERAL DUTIES:

Perform a variety of miscellaneous duties such as:



- Lighting and Audio install and removal.
- 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

- Three (3) years of experience in live stage production and event production.
- A Bachelor's Degree in theatre production, stage management, or related area, preferred (a combination of education and practical experience may substitute degree completion).
- Supervisory experience, preferred.
- Experience in Stage Management.
- Experience in planning, setting up, running, and restoring all rigging, power distribution, and stage elements involved in live music concerts, musicals, plays, corporate events, and other live events and shows, preferred.
- Proficiency in operating rigging, Wenger Orchestra Shell Systems, peripheral equipment, electrical and electronic maintenance, troubleshooting, and repair.
- Strong working knowledge of Microsoft Office (Word, Excel, and Outlook), Vectorworks, Q Lab, and other industry software.
- Knowledge of, experience in, and/or strong interest in arts and culture, preferred.
- Knowledge of theatrical equipment and procedures such as fly systems, theatrical lighting, audio, and video projection.
- 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.
- 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 annual salary range of \$50,000 to \$57,000 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 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 immediately, 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: Production 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.*