

Patricia Reser Center for the Arts

Position Description

Programming Coordinator

Reports to: Director of Programming
FSLA Status: Non-Exempt, Full-time with benefits
Schedule: Hybrid work hours including select nights and weekends, with the majority being on site at The Reser

Date of Posting: August 5, 2024

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 (“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 presents 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

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.

WHAT YOU'LL DO

Working at the direction of the Director of Programming, you will coordinate all elements necessary to the successful presentation of the artists, performances, exhibitions, and other activities that advance The Reser's core mission as a professional arts and arts education presenter. The Programming Coordinator will assist the Director with the planning, engaging, scheduling, booking, contracting, and logistics related to The Reser Presents season and other programming initiatives. Specific responsibilities will include:

- Establish and maintain an Agents & Artists database, including submissions, press packets, photos, fees, recordings, photos, and graphics. Communicate with artists representatives and agents to ensure comprehensive access to marketing materials, schedules, and contractual elements.
- Coordinate and confirm details of visits by guest artists and their participation in performances, residencies, master classes, donor engagement, events, and other associated activities.
- Communicate directly in advance with artists and their representatives to ensure that the needs of both artists and The Reser are met in a timely manner and in accordance with any governing contract.
- Ensure a highly professional and welcoming environment for all artists and programming partners.
- Coordinate with other internal departments, staff, and service providers to ensure the timely scheduling of rehearsals, sound checks, engagement activities, publicity interviews, and donor engagement appearances that involve visiting artists; create and distribute internal schedules, itineraries, and other documentation related to artist visits, residencies, engagements and performances.
- Coordinate with other staff and service providers to arrange and execute local transportation, lodging, catering, hospitality, and any other contractually guaranteed support; coordinate the use of any internal, non-performance spaces and resources that may be needed to ensure the integrity and comfort of the artist's engagement at The Reser.
- Serve, when required, as the on-site liaison with visiting artists when they are in residence at The Reser or in related activities, greeting artists and escorting them to non-performance events, interviews, and engagements.

PRIMARY RELATIONSHIPS

The Programming Coordinator will report to the Director of Programming. Other important relationships will include colleagues in Production & Operations, Marketing, Rentals, and Donor Engagement. Significant external relationships will include artists and their agents & managers, as well as regional performing artists and arts organizations.

SKILLS AND EXPERIENCE NEEDED

- A strong sense of urgency with respect to deadlines, contractual obligations, and effective internal communications
- A strong aptitude for organization and precision
- The ability to multitask and set priorities while maintaining flexibility.
- Broad cultural awareness; appreciation and familiarity with diverse cultures and traditions
- Outstanding planning and time management skills
- Excellent communication skills; the ability to speak and write clearly and persuasively
- Mature interpersonal skills; a talent for diplomacy; a builder of respectful and collaborative professional relationships
- The ability to exercise discretion and maintain confidential information
- A deep, personal passion for the performing arts across all genres

NECESSARY QUALIFICATIONS

- Excellent project management and organizational skills.
- Demonstrated ability to manage multiple projects that involve a variety of stakeholders and moving parts in an organized manner; ability to handle interruptions and maintain focus on desired outcomes
- Desire and ability to engage in equity and inclusion initiatives and discussions in the workplace, and to apply equity principles in practice
- Ability to represent the Mission and values of The Reser to staff, community partners, and the public
- Candidates may be required to transport visiting artists to external events, and accordingly must possess a valid driver's license and have a clean driving record

PREFERRED QUALIFICATIONS

- Prior experience in a professional performing arts organization
- Professional experience in an arts museum, art gallery, or arts education program
- Experience in event planning
- Prior experience in a supporting administrative role.

WORKING ENVIRONMENT - ESSENTIAL PHYSICAL ABILITIES

Most of the responsibilities of this position are performed in a traditional office setting and do not typically involve equipment that poses a threat of injury. 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 person and on a telephone, to hear sounds within the normal range of conversation and in the context of crowd noise or backstage. Sufficient manual dexterity to operate office equipment. Sufficient personal mobility, strength, and reflexes to perform light work and to reach, stoop, bend, kneel, climb, and lift as much as 25 pounds. Must also be able to stand for



extended periods of time without assistance. The physical abilities required for this position may be flexible.

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 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 **August, 19, 2024** and will continue until a pool of highly qualified finalists has been identified. Interested applicants should submit materials as soon as possible. Applications received after **September 2, 2024** may not be eligible for consideration.

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

Miranda King, Director of Programming
jobs@thereser.org

MS Word or PDF attachments only, please
Subject Line: PROGRAMMING COORDINATOR application

No phone calls please.

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

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