

**Patricia Reser Center for the Arts
Position Posting
Gallery Programs Assistant**

Reports to: Gallery Programs Manager

FSLA Status: Non-Exempt, Hourly, Part-time

Schedule: Work schedule varies but will primarily occur during performances on nights, weekends, and occasional holidays.

Date of Posting: October 15, 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 (PRCA, The Reser) is a professional arts center located in downtown Beaverton, Oregon. The Reser is a state-of-the-art facility consisting of a 550-seat mainstage theater, art galleries, meeting and rehearsal rooms, and a public plaza. Throughout the year, The Reser Gallery proudly showcases bold exhibitions featuring regional northwest artists, emerging talents, and occasional touring exhibitions. Providing unique visual and interactive art exhibitions, visitors are exposed to thought provoking, experiential, and emotive works that surprise, delight, and inspire creative engagement. Presenting diverse exhibition opportunities for all, our goal is to enhance an overall awareness of the arts.

The gallery is open year-round, Wednesday through Saturday, noon – 6 pm. In addition, the gallery is open nights, weekends, and occasional holidays during scheduled performances, and community events. In collaboration with each exhibition, the gallery hosts supplemental programs and First Friday receptions. To support these programs, The Reser is seeking a collaborative, enthusiastic, and detail-oriented individual to join our expanding arts center. www.thereser.org

ABOUT THE JOB

The gallery programs assistant reports to the Gallery Programs Manager and will assist with all aspects of the day-to-day gallery's functioning to create an aesthetically welcoming and creative environment. This role requires an individual to be knowledgeable about gallery functioning, possess strong administrative and creative skills, and handle themselves in



interactions with others in a professional and personable manner. Interacting with visitors, patrons, and volunteers alike, the gallery programs assistant will help promote and share the uniqueness of The Reser programs.

This person will work closely with other departments, including Production & Operations, Marketing, Patron Services, and Programming.

WHAT YOU'LL DO

As a gallery programs assistant, you will be responsible for assisting with all gallery programs, the organization, assistance and correspondence with gallery volunteers, scheduling, and functioning of a robust season of unique exhibitions and programs. Regular duties include, but are not limited to:

GALLERY RELATIONS:

During business hours and performances, duties will include:

- Guest, Volunteer, and Customer Relations including Interacting with visitors, volunteers, and customers to provide a positive experience.
- Opening and closing the gallery, operating audio/visual equipment
- Ensuring the gallery is clean, safe, and that artwork is properly displayed.
- Art Sales and Support including facilitating art sales and orders, preparing sold artwork for shipment or pickup, and following up with patrons regarding their purchases.
- Assisting volunteers with gallery and program orientations for each exhibition and program.
- Actively engaging guests in unbiased interpretations of the art showing sensitivity to guests' learning styles and perspectives.
- Provide guests with information about all areas of The Patricia Reser Center for the Arts, local attractions within Beaverton and the surrounding area

PLANNING & ADMINISTRATION:

The gallery programs assistant will assist the Gallery Programs Manager and Coordinator with daily administrative tasks. To assist with these functions, it is highly desirable the incumbent possesses strong computer and internet media skills, has a background and/or experience in business or arts administration. Some duties may include, but are not limited to:

- Schedule/confirm appointments with artists, media, volunteers, and patrons
- Prepare, update, and keep accurate records for production materials, contracts, checklists & summaries
- Maintaining accurate records of inventory, sales, and visitors
- Assisting with the planning and execution of gallery events, such as openings and receptions.
- Assist with volunteer scheduling coordination through Volgistics database
- Develop itineraries and run of show documents for internal distribution



EXHIBITIONS PRODUCTION:

The gallery programs assistant will collaborate with the Gallery Programs Manager and Gallery Coordinator to facilitate the production of exhibitions, openings, supplemental programs, and Reser and City sponsored events. Duties will include:

- Facilitate the intake of artwork deliveries, condition reporting, and inventory
- Safe handling of artwork during exhibition transitions
- Assist with the preparation of gallery spaces and installation of exhibitions
- Attend team meetings, select program planning, and community partnership meetings as needed
- Coordinate program details and timelines to respective departments

PREFERRED EDUCATION & EXPERIENCE:

The Reser recognizes qualifications for this position can come from a range of professional and lived experiences that may not align specifically with the description presented. Aspiring gallery programs assistants could have the following preferred education and experience, or be able to demonstrate relevant/transferrable skill sets in the following:

- A bachelor's degree or experience in a field appropriate to a position such as art, art history, administration, curatorial or museum studies is strongly desired.
- Experience working with, or as a volunteer
- Commitment to and ability to take a multidisciplinary approach to interpretation and visitor/volunteer engagement
- Possess excellent interpersonal and verbal communication skills to work effectively with diverse audiences
- Demonstrates organizational skills and detail-oriented practices in handling communication and project deadlines
- Familiarity working with diverse identities, lived experiences and viewpoints
- Familiarity with Microsoft Office
- Teamwork and collaboration
- Superior customer service skills, both in person and on the phone

WORKING ENVIRONMENT - ESSENTIAL PHYSICAL ABILITIES

Most of the responsibilities of this position typically do not involve equipment that poses a threat of injury. While performing the duties of this job, the employee is frequently required to talk or hear, stand, walk, and sit. 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. 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 and we encourage those who may require accommodation to apply.

COMPENSATION AND BENEFITS



the **reser**

PATRICIA RESER
CENTER FOR THE ARTS

An hourly wage of \$20.00/hour. Benefits that include paid vacation and sick time.

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 Nov 3rd, 2024 and will continue until a pool of highly qualified finalists has been identified. Applicants should submit materials as soon as possible. Applications received after Nov 3rd, 2024 may not be eligible for consideration.

All applications and/or inquiries should be sent via email only to:
Karen De Benedetti, Curator & Gallery Programs Manager
Jobs@TheReser.org

MS Word or PDF attachments only, please
Subject Line: GALLERY PROGRAMS ASSISTANT application

No phone calls please.

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