



Patricia Reser Center for the Arts
Position Posting
Rentals Assistant

Reports to: Rentals Manager
FSLA Status: Non-exempt; Part-time; Hourly
Schedule: Hybrid work hours are Monday through Friday. It is expected that this position will work in-person at The Reser a minimum of three days each week.
Date of Posting: November 1, 2024

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

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 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.

ABOUT THE JOB

The Reser is seeking an energetic and organized Rentals professional to join our growing team. This position offers the rare opportunity to play a role in the launch of a new arts organization, to help shape The Reser’s rental services environment, and ensure the seamless integration of customer service and ticketing. The Rentals Assistant will play an important role in community support of the visiting presenter organizations by helping to ensure a superb client onboarding experience. As a front-line professional, the Reser’s Rentals team plays an important role in actualizing The Reser’s commitment to the principles of Equity, Diversity, and Inclusion.

PRIMARY RELATIONSHIPS

The Rentals Assistant reports directly to the Rentals Manager and/or Managing Director and will primarily be engaged in responding to rental inquiries, coordinating communication between the rentals department and other departments, and information gathering for reconciliations. In

addition, the Rentals Assistant may interact with the Director of Production & Operations on a frequent basis.

WHAT YOU'LL DO

The Rental Assistant will provide exemplary service to rental clients. The ideal candidates will be experienced, well organized, and an excellent communicator, dedicated to peerless customer service and the creation of a welcoming atmosphere for rental clients and colleagues alike.

Principal Responsibilities

- Be the first point of contact for new and returning rental clients, whether by telephone or via email, responding promptly,
- Respond to phone call and email requests promptly and accurately; advancing rentals to Rentals Manager as warranted.
- Answer questions regarding The Reser's rental policies and facilities knowledgeably.
- Track all aspects of rentals, including pre-event walk-throughs, scheduling, contracting, day of event management, and invoicing
- Update the rental calendar as needed in The Reser's scheduling software, Momentus Elite
- Research and gather information for events
- Coordinate client needs with all relevant internal departments using event manifests and weekly event information meetings
- Schedule and assist with room set-ups
- Create and Edit room and lobby set-ups with our platform Social Tables/CVENT.

SKILLS AND EXPERIENCE NEEDED

- Experience working in a performing arts venue.
- At least two years of customer service experience.
- People skills; a talent for diplomacy; a friendly approach that can be efficient and firm without also being rigid.
- Must be highly organized and detail oriented; accurate, adaptable, and calm under pressure.
- Able to work both independently and as an unselfish team member dedicated to the empowerment and success of colleagues. A builder of strong relationships.

PREFERRED QUALIFICATIONS

- Enthusiasm for the performing arts and the many community groups that reside in Beaverton.
- Event office experience, with strong preference given to candidates who acquired their experience in the unique environment of a theater or performing arts venue.
- Experience in a performing arts center and an understanding of how all the elements of events fit together.
- The patience to work with clients who may have a limited understanding of how to stage a successful event.



WORKING ENVIRONMENT - ESSENTIAL PHYSICAL ABILITIES

Most of the responsibilities of this position are performed in a non-traditional office environment 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. 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 50 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

An hourly wage of \$24, commensurate with experience. 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 continue until available positions have been filled. Interested applicants should submit materials as soon as possible.

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

Dan Walker, Rental Events Manager
Jobs@thereser.org

MS Word or PDF attachments only, please.
Subject Line: RENTALS ASSISTANT application.
No phone calls.

File names of all resumes and 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, protected veteran status, marital status, sexual orientation, or any other characteristic protected by law.

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