

Patricia Reser Center for the Arts
Position Posting
Event Porter

Reports to: Facility Operations Manager

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: September 4th, 2025

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. 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 performing arts center located in downtown Beaverton, Oregon, nine miles west of Portland. Construction began in November 2019, and The Reser opened to the public in March 2022. Adjacent to City Hall, the facility consists of a 550-seat mainstage theater, an art gallery, meeting and rehearsal rooms, and a public plaza. The Reser programming includes Reser Presents, local and regional performing arts organizations, visual arts exhibitions, and arts education programs. Since opening, The Reser has become an important social and cultural hub for Beaverton and its surrounding communities. 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 fourth full year, the 2025-26 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, problem-solving, and 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 Facility Operations Manager, this safety-sensitive part-time position is responsible for assisting in the operations of services in a full-service, multi-purpose Arts Center including event setup, facility maintenance, and on-site security.

WHAT YOU'LL DO

The primary responsibility of the Event Porter is as follows:

- Assist in all event set-ups and room turnovers including reconfiguring rooms for a variety of classes, workshops, meetings and special events.
- Transport, setup, and dismantle equipment including tables, chairs, linen, pipe and drape, stanchions, moderate audio/video equipment, and other equipment as needed for each event.
- Maintain restroom facilities before, during, and after events. May perform immediate cleaning tasks (when necessary) including mopping, vacuuming, sweeping, and replenishing supplies.
- Supervise events and classes to ensure Visiting Organization's needs are adequately met.
- Provide internal security service (managing the artist entrance, providing walks to vehicles, managing access to the green room, etc) for events.
- Provide a safety watch on stage (when needed) and in the Lobby when Visiting Presenters are active in the space during non-performance evenings.
- When catering is in the building, provide guidance and supervision for their processes including disposal of liquids and not solids in kitchen sink, ice retrieval and proper return storage of ice caddies, and trash responsibilities.
- Patron wayfinding.
- Assisting and supervising any janitorial porter service that may be scheduled for a long event or two show day.
- Assisting front-of-house with ADA procedures like removing chairs in the theater.
- During night events, ensuring that there are at least two employees to be the last ones to exit the building and if there is only one, be the person who will stay with other employee.

PERIPHERAL DUTIES:

Perform a variety of miscellaneous duties such as:

- Picking up supplies needed for events.
- Perform other related duties as assigned.
- Has a general understanding of and receives cross-training in all facility operations.
- 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.
- Experience with customer service in a multi-disciplinary arts center or closely related area is preferred.
- Ability to establish and maintain effective working relationships with City officials, community organizations, the public, promoters, coworkers, and supervisors.
- Working knowledge of audio/visual equipment is preferred.
- 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.
- First Aid Certification and Cardiopulmonary Resuscitation (CPR) Certification

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, carry up to 50 pounds and push/pull up to 150 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

12625 SW CRESCENT ST / BEAVERTON, OR 97005 / 971.501.7762



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