



Patricia Reser Center for the Arts
Position Posting
Rental Events Manager

Reports to: Managing Director
FSLA Status: Exempt, Full-time with benefits
Schedule: As dictated by scheduled events; this position will require periodic early morning, evening and weekend work as well as occasional holidays.
Date of Posting: May 19th, 2026

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 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 a skilled Rental Events Manager to join our team. This position offers the right person a rare opportunity to play a key role in a new arts organization, which includes helping shape The Reser’s identity and policies for years to come. The Rental Events Manager plays a central role in community support and the financial success of the organization by developing strong working relationships with external clients, including regional performing arts organizations, individuals, businesses, and the City of Beaverton.

PRIMARY RELATIONSHIPS

The Rental Events Manager reports directly to the Managing Director. This person directly supervises the Rentals Assistant and works closely with other departments, including Production, Operations, Marketing & Patron Services, Box Office, and Programming.

WHAT YOU'LL DO

The Rental Events Manager is an important member of the team, responsible for coordinating event details for all rental events and serving as the main source of contact for rental clients. As the primary person representing the venue to clients, this person will facilitate The Reser's success by maintaining a positive working relationship between the client and the venue. Task examples include assessing client needs, scheduling events, working with production to determine feasibility, and coordination of information with the technical and front of house staff. This is a position that requires a strong aptitude for customer service, meticulous attention to detail, the ability to multi-task, and a working understanding of how theaters function.

The ongoing responsibilities of the Rental Events Manager include the following:

- Collaborate closely with staff at The Reser to ensure an extraordinary client experience from first point of contact through the end of an event
- Ensure all email and voicemail inquiries receive a response within one business day
- Oversee management of the Rentals department phone line during business hours.
- Conduct facility tours for prospective clients
- Serve as the primary information source for clients on rates, policies & procedures, and space availability
- Implement and track all aspects of rentals, including pre-event walk-throughs, scheduling, contracting, day of event management.
- Build relationships with corporate and third-party event planners and consultants
- Update the rental calendar as needed in The Reser's scheduling software, Momentus Elite.
- Serve as the primary liaison for City of Beaverton meeting and event requests
- Coordinate client needs and day-of event logistics with all relevant internal departments, including Operations and Production, using event manifests and weekly event information meetings
- Serve as Manager-on-Duty for select events.
- Follow-up with post-event reviews to determine client satisfaction and lessons the organization can learn from the client's experience
- Coordinate with the Operations department to schedule, plan, and execute room setups for rental events, furniture and equipment placement, and ensuring spaces are event-ready; assist with hands-on setup as needed
- Prepare and distribute event production documents including room layouts, floor plans, and setup diagrams for clients and internal teams
- Serve as the primary liaison with caterers, event rental vendors, and other third-party service providers to coordinate logistics and ensure seamless event execution
- Collaborate with the Programming team to support season planning and ensure rental event scheduling is aligned with Reser Presents and organizational programming priorities
- Directly supervise and mentor the Rentals Assistant, including task delegation, one-on-one check-ins, performance support, and day-to-day workload management

PREFERRED PROFESSIONAL EXPERIENCE

- A combination of education and professional experience that convincingly demonstrates the candidate's skills and the ability to perform all responsibilities at a professional level
- Event planning and management experience, with strong preference given to candidates who acquired their experience in the unique environment of a theater or performing arts venue
- Familiarity with backstage and front-of-house operations, and how those functions integrate with public performances and catered events.
- Experience with VenueOps/Momentum Elite or similar Calendar software.
- The patience to work with clients who may have a limited understanding of how to stage a successful event.

SKILLS NEEDED

- Superb customer service skills
- Excellent time management and organizational skills
- Attention to detail and the confidence to work without direct supervision
- A team leader dedicated to the empowerment and success of colleagues; a builder of strong relationships, with the humility to work in the background when necessary
- Excellent interpersonal, presentation, writing, and communication skills; the ability to articulate ideas clearly
- The energy and ability to balance multiple tasks in the context of a busy arts center; the ability to complete projects on time; the foresight to ask for help when needed.
- A talent for diplomacy; the ability to handle difficult interactions; a relentless commitment to the success of our guests that is rooted in respect for every individual; strong self-awareness
- Proficiency in Microsoft Word, Excel, and standard operating systems
- Experience working with diverse communities and multicultural events; cultural competency and the ability to build trust with clients across a wide range of backgrounds and traditions
- The ability to perform effectively under pressure; sound judgment and confidence to make real-time decisions while serving as Manager-on-Duty, including managing unexpected situations with composure and authority
- Strong conflict resolution skills; the ability to navigate interpersonal challenges among staff, clients, and vendors with professionalism and care
- Supervisory skills including the ability to delegate tasks effectively, provide clear direction and feedback, and support the professional development of a direct report

WORKING ENVIRONMENT - ESSENTIAL PHYSICAL ABILITIES

About sixty percent of the principal responsibilities of this position are performed in a traditional office setting and do not typically involve equipment that poses a threat of injury. Forty percent of the job requires the ability to tour the facility and interact professionally with potential clients. 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 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

Salary range \$60,000 - \$70,000, 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 **June 1st, 2026** and will continue until a pool of highly qualified finalists has been identified. Applicants should submit materials as soon as possible. Applications received after **June 25th, 2026**, may not be eligible for consideration.

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

Vonessa Martin, Managing Director

Jobs@TheReser.org

MS Word or PDF attachments only, please

Subject Line: RENTAL EVENTS MANAGER application

No phone calls please.

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

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