



Patricia Reser Center for the Arts (“The Reser”)  
Position Posting  
**Production Coordinator**

Reports to: Senior Production Manager  
FSLA Status: Non-Exempt, Full-time with benefits  
Schedule: This position requires evening and weekend availability based on event schedules. Hybrid work hours possible, with the majority being on site at The Reser  
Date of Posting: N/A

**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 is one of the Pacific Northwest’s most dynamic arts destinations, a place where world-class artists meet a genuinely curious, engaged, and growing audience. Located in Beaverton, Oregon, a vibrant and culturally diverse city just west of Portland and one of the region’s fastest-growing communities, The Reser opened in 2022 and has quickly become a cultural force, presenting an ambitious mix of music, dance, film, theater, comedy, and visual art that reflects the full breadth of human experience. For more information about the Patricia Reser Center for the Arts, please visit [www.thereser.org](http://www.thereser.org)

The Reser Presents series is the organization’s flagship programming engine, bringing nationally and internationally recognized artists to the beautifully intimate 550-seat Mainstage Theater. Beyond presenting, The Reser serves as a sought-after event destination, community gathering place, and education hub, drawing an average of 55,000 visits per year across ticketed performances, free public events, gallery programming, and rentals. In just a few years, it has established meaningful roots in the region.

Now entering its fifth anniversary season with a \$4.4MM operating budget, The Reser is at an inflection point with a strong foundation, an engaged community, and tangible ambition for what comes next.

**ABOUT THE JOB**

The Production Coordinator supports the Senior Production Manager in all aspects of event production at The Reser, serving as a key logistics and communications hub across Reser Presents programming, touring productions, and rental events. This role is central to ensuring smooth, professional, and well-coordinated event execution from first contact through load-out.

### PRIMARY RELATIONSHIPS

The Production Coordinator will report to the Senior Production Manager and work closely with colleagues across Production & Operations, Programming, Rentals, Front of House, Marketing, and Box Office. This role is an important coordination point between internal departments and external production contacts. Significant external relationships will include touring production staff, artist managers and representatives, rental clients, and production vendors and suppliers.

### WHAT YOU'LL DO

Specific responsibilities will include:

- Advancing events in coordination with the Senior Production Manager, including requesting, reviewing, and tracking technical riders; identifying conflicts with house inventory, staffing, or scheduling; and distributing relevant information internally across production, FOH, rentals, and box office. Take full ownership of advancing for straightforward and recurring events.
- Communicate directly with touring production staff, artist managers, and rental clients regarding production logistics, schedules, load-in/load-out timelines, and technical requirements. Ensure that the needs of both incoming productions and The Reser are met in a timely manner and in accordance with any governing contract or rental agreement.
- Serve as the primary on-site production liaison during load-in, show, and load-out, coordinating between touring crews, house staff, FOH, rentals and box office.
- Coordinate crew labor calls with the Senior Production Manager; schedule and brief event staff (stagehands and production technicians) and ensure production timelines are met.
- Support rental client production needs in coordination with the Rentals team, including reviewing production requirements, participating in pre-event production meetings, and serving as the on-site production contact during rental events.
- Place and track orders for backline and other equipment as required by technical riders; track supply needs in BOH areas (production office, green room, dressing rooms) and communicate needs to the Production or Operations Manager.
- Maintain production files, show archives, equipment inventory records, and technical documentation; assist in scheduling maintenance and repair of stage equipment in collaboration with the Production Manager.
- Maintain a working knowledge of main stage systems (lighting, audio, rigging) sufficient to safely assist in those roles if needed.

### **SKILLS AND EXPERIENCE NEEDED**

- Strong sense of urgency with respect to production deadlines, contractual obligations, and timely internal communications
- Demonstrated knowledge of live event production workflows and documentation, including technical riders, stage plots, and input lists
- Strong organizational and project management skills; ability to manage multiple events simultaneously at different stages of the production process while maintaining flexibility as needs shift
- Excellent written and verbal communication skills, with the ability to convey technical and logistical information clearly and professionally
- Mature interpersonal skills and a talent for building respectful, collaborative relationships with touring crews, rental clients, vendors, and internal colleagues



- Ability to work effectively under pressure in a fast-paced, event-driven environment, including evenings and weekends
- Good judgment, discretion with contractual and financial information, and a consistently professional demeanor in all external interactions
- Ability to represent the mission and values of The Reser to staff, community partners, and the public
- This position may require operating a personal or company vehicle; a valid driver's license and clean driving record are required
- A genuine interest in the performing arts across diverse genres and disciplines, and a commitment to the equity and community values of The Reser.

#### PREFERRED QUALIFICATIONS

- 2-4 years of experience in live event production, venue operations, or a related field, with a minimum of 1 year in outside of an educational setting
- Experience advancing touring productions, with familiarity with technical riders
- Experience working in both presenting and rental/private event contexts
- Experience with touring show workflows and touring crew relations
- Proficiency with Google Workspace (Docs, Sheets, Drive) and/or Microsoft 365 and experience with event management or production tracking tools like Momentus Elite
- Proficiency in setting boundaries, communicating needs, and taking appropriate preventative measures in the interest of maintaining one's own mental and physical health, especially during times of increased workload or stress

#### 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 and we encourage those who may require accommodation to apply.*

#### COMPENSATION AND BENEFITS

Salary range \$50,000 - \$55,000, commensurate with experience. Benefits include medical/dental/vision insurance, Flexible Spending Account, paid vacation, fully covered garage parking pass, complimentary tickets 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 **July 14<sup>th</sup>, 2026**, and will continue until a pool of highly qualified



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PATRICIA RESER  
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finalists has been identified. Applicants should submit materials as soon as possible. Applications received after **July 31<sup>st</sup>, 2026**, may not be eligible for consideration.

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

C Steinmann, Senior Production Manager  
Jobs@TheReser.org

MS Word or PDF (preferred) attachments only, please  
Subject Line: PRODUCTION COORDINATOR application  
No phone calls please.

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

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