



Patricia Reser Center for the Arts ("The Reser")
Position Posting
Programming Coordinator

Reports to: Director of Programming
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: September 18th, 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 one of the Pacific Northwest's most dynamic arts destinations, a place where worldclass artists meet a genuinely curious, engaged, and growing audience. Located in Beaverton, Oregon — a vibrant and culturally diverse city 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

The Reser Presents series is the organization's flagship programming engine, bringing nationally and internationally recognized artists to the beautifully intimate 550 Mainstage Theater. Beyond presenting, The Reser serves as a sought-after 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.

We believe in the inherent magnificence of the arts and their extraordinary impact on everyday life. The mission of the Patricia Reser Center for the Arts is to foster joy, imagination, connection, and understanding in our diverse community by presenting artistic, cultural, educational, and entertainment opportunities for all.

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.

ABOUT THE JOB

The Programming Coordinator supports the Director of Programming in all aspects of programming at The Reser, serving as a key logistics and communications hub across Reser Presents programming including Education and Community, Gallery events and initiatives. This role is central to ensuring smooth, professional, and well-coordinated communication between internal departments and between artists and vendors.

PRIMARY RELATIONSHIPS

The Programming Coordinator will report to the Director of Programming and work closely with the other members of the Programming Team, including the Programming Manager, Gallery Curator and the Education and Community Programs Manager. Other important relationships will include colleagues in Production, Operations, Marketing, Rentals, Front of House, Box Office and Donor Engagement. Significant external relationships will include artists and their agents and managers, as well as regional performing artists and arts organizations.

WHAT YOU'LL DO

The Programming Coordinator supports and facilitates all elements necessary for the successful presentation of artists, performances, exhibitions, education programs, and other activities that advance the core mission of The Reser as a professional arts and arts education presenter. The Programming Coordinator provides administrative support to the Director of Programming across all related tasks, including correspondence, accounting, scheduling, and project management. The Programming Coordinator will assist the Director with the planning, engaging, scheduling, contracting, and logistics related to the Reser Presents season and other programming. The ideal candidate will be experienced, well organized, and an excellent communicator, dedicated to peerless hospitality and the creation of a welcoming atmosphere for artists and colleagues alike.

Specific responsibilities will include:

- Provide administrative support to the Director of Programming, including but not limited to calendar management, scheduling of meetings and securing of meeting locations, creation of meeting agendas and room layouts, notetaking and distribution, tracking of follow-up tasks, making travel and accommodation arrangements, and collaborating on the creation of presentations and shared internal informational documents and spreadsheets.
- Review artist contracts and riders for accuracy against negotiated terms; draft redlines and flag discrepancies for Director of Programming review before execution.
- Communicate with artists, representatives and agents to ensure comprehensive delivery and distribution of correspondence, tech and hospitality riders, marketing materials, schedules and contractual elements.
- Assist the Director of Programming with coordinating and confirming details of visits by guest artists and their participation in performances, residencies, master classes, donor engagement events, and other associated activities. At the direction of the Director of Programming, communicate with artists and their representatives to ensure that the



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CENTER FOR THE ARTS

needs of both artists and The Reser are met in a timely manner and in accordance with any governing contract.

- Ensure a highly professional and welcoming environment for all artists and programming partners.
- Working in concert with the Senior Production Manager and Production Coordinator, ensure the timely scheduling of rehearsals, sound checks, engagement activities, publicity interviews, and donor engagement appearances that involve visiting artists; create and distribute internal schedules, itineraries, and other documentation related to artist visits, residencies, engagements and performances.
- Work with the Director of Programming and Production personnel to arrange, and often personally provide local transportation, lodging, catering, hospitality, and any other contractually guaranteed support. Coordinate the use of any internal, non-performance spaces and resources that may be needed to ensure the integrity and comfort of the artist's engagement at The Reser.
- Working with the Director and Programming Manager, develop and implement organizational systems to track and catalogue the spectrum of artists, agents, educators and community engagement opportunities. This will include the organization of submissions, press packets, photos, fees, recordings, photos, and graphics.
- Serve as the on-site liaison with visiting artists and educators when they are in residence at The Reser or in related activities, greeting artists and escorting them to non-performance events, interviews, and engagements.
- Attend departmental meetings and ensure institutional systems, forms, and layouts are updated with current information regarding all Programming events.
- Assist with drafting offer letter templates and review artist contracts and riders for accuracy against negotiated terms on offer letter; draft redlines and flag discrepancies for Director of Programming review before execution.

SKILLS AND EXPERIENCE NEEDED

- A strong sense of urgency with respect to deadlines, contractual obligations, and effective internal communications
- A strong aptitude for organization and precision
- The ability to multitask and prioritize multiple deadlines while maintaining flexibility
- Broad cultural awareness; appreciation and familiarity with diverse cultures and traditions
- Outstanding project management, organization, planning and time management skills
- Excellent communication skills; the ability to speak and write clearly and persuasively
- Mature interpersonal skills; a talent for diplomacy; a builder of respectful and collaborative professional relationships

- Good judgment, discretion with contractual and financial information, and a consistently professional demeanor in all external interactions
- A deep, personal passion for the arts across all genres
- Demonstrated ability to aid with multiple projects that involve a variety of stakeholders and moving parts in an organized manner; ability to handle interruptions and maintain focus in an open office environment and when working remotely
- Desire and ability to engage in equity and inclusion initiatives and discussions in the workplace, and to apply equity principles in practice
- Ability to represent the Mission and values of The Reser to staff, community partners, and the public
- Candidates may be required to transport visiting artists to events, and accordingly must possess a valid driver's license and have a clean driving record

PREFERRED QUALIFICATIONS

- Prior experience in a professional performing arts organization
- Prior experience in a supporting administrative role
- Professional experience in an arts museum, art gallery, or arts education program
- Experience in event planning
- Prior experience in customer service or hospitality
- Proficiency with Microsoft 365, Microsoft Office and Adobe.
- Experience with event management or production tracking tools like Momentus Elite and Social Tables/CVENT
- Proficiency in 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 and kitchen equipment. Sufficient personal mobility, strength, and reflexes to perform light work and to reach, stoop, bend, kneel, crouch, climb, and lift as much as 25 pounds. Must also be able to stand and walk for extended periods of time without assistance.

COMPENSATION AND BENEFITS

An annual salary of \$50,000 to \$55,000 commensurate with experience. Benefits include medical insurance, Flexible Spending (FSA), paid vacation, paid parking and matching 403(b) retirement plan contributions.



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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 **October 9th, 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 **October 19th, 2026**, may not be eligible for consideration.

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

Miranda King, Programming Director
Jobs@TheReser.org

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

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

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