

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS FOR APRIL 13, 2023

WAR MEMORIAL OPERA HOUSE

Innovation Arts & Entertainment An Evening with David Sedaris	November 6 OR 20, 2023	\$3,060.00 vs. 10% \$8,730.00 Maximum
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DAVIES SYMPHONY HALL

Innovation Arts & Entertainment Harry Potter 5 w/ Orchestra (added perf)	August 13, 2023	\$3,060.00 vs. 10% \$8,730.00 Maximum
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SFJAZZ Shakti	September 8 & 9, 2023	\$6,120.00 vs 10% \$17,460.00 Maximum
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Massimo Gallotta Productions Batman Symphony	August 6, 2023	\$3,060.00 vs. 10% \$8,730.00 Maximum
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GREEN ROOM

Artistic License	April 19, 2023	\$1630.00
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OEWD Alignment Committee	April 24, 2023	\$1150.00
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Consulate General of Israel Israel's Independence Day	April 25, 2023	\$1150.00
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How Women Lead Reception	April 30, 2023	\$1150.00
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Her Idea SF Gala	May 11, 2023	\$1150.00
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Miverva University Reception	May 19, 2023	\$1150.00
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Horizons Foundation Cocktail Reception	May 24, 2023	\$1150.00
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SF Unified School District Employees Retirement Celebration	May 25, 2023	\$1150.00
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UCSF School of Nursing Commencement Reception	June 12, 2023	\$1150.00
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African Arts Academy Fundraiser	June 17, 2023	\$1150.00
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Killing My Lobster Fundraiser	July 7, 2023	\$1150.00
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SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER
RENTAL REQUESTS FOR APRIL 13, 2023

GREEN ROOM (CONT'D)

OEWD Alignment Committee	July 26, 2023	\$1150.00
American Indian Foundation	August 5, 2023	\$1150.00
OEWD Quarterly Meeting	September 13, 2023	\$1150.00
Queen's Bench Bar Judges Dinner Reception	September 14, 2023	\$1150.00
SF Performances	September 29, 2023	\$1,310.00
Petipa Heritage Foundation Reception	September 23, 2023	\$1,150.00
San Francisco Council District Merchant's Association	September 27, 2023	\$1150.00
SF Performances Gala	September 29, 2023	\$1150.00
Bay Area Cancer Connections	October 6, 2023	\$1,630.00
RAWdance Concept Series	October 7-8, 2023	\$2940.00
OEWD Alignment Committee	October 25, 2023	\$1,150.00
The Alvarado Project Community History Program	October 28, 2023	\$1150.00
OEWD Quarterly Meeting	December 13, 2023	\$1150.00

HERBST THEATRE

Omni Foundation Concert	September 14, 2023	\$1450.00
American Legion Post 333/ OneVet OneVoice Awards Gala	November 9, 2023	\$1450.00

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS FOR APRIL 13, 2023

WILSEY CENTER

SF Opera Guild Educational Programming	May 1, 2023; May 8, 2023	\$500.00
SF Opera Guild Educational Programming	December 4, 2023	\$750.00

San Francisco War Memorial
FY 2022-23 Revenue Report - March 28, 2023

Account		MARCH REVENUE	YEAR TO DATE	LAST YEAR TO DATE	FY 2018-2019
FACILITY RENTAL					
435511	Opera House	\$ -	\$ 509,870.00	\$ 489,939.51	\$ 585,451.90
435512	Green Room	9,490.00	156,440.00	61,949.16	280,405.00
435521	Herbst Theatre	35,900.00	215,328.00	121,693.70	383,682.50
435531	Davies Symphony Hall	17,400.00	471,325.80	557,910.00	667,190.55
435542	Wilsey Center	1,720.00	122,012.50	190,572.14	143,060.00
462891	Zellerbach Rehearsal Hall	59,415.00	233,000.00	240,635.00	262,440.00
OFFICE RENTAL					
435517	San Francisco Ballet (OH)	\$ -	\$ 22,170.08	\$ 28,725.18	\$ 13,087.76
435519	San Francisco Opera (OH)	-	168,059.94	135,544.68	138,727.56
435539	San Francisco Symphony (DSH)	16,099.20	144,892.80	136,533.60	114,552.00
435540	Veterans Bldg. Office Rent (SFO)	-	337,576.35	340,649.26	358,309.00
462861	Veterans Building Occupancy Fees	10,437.66	97,592.58	90,341.10	1,625.82
FOOD/BEVERAGE CONCESSIONS					
435611	Opera House	\$ 31,670.75	\$ 323,633.00	\$ 97,822.87	\$ 319,042.64
435611	Herbst Theatre	1,203.40	18,896.37	826.44	56,289.64
435631	Davies Symphony Hall	16,173.17	158,992.78	42,586.51	231,073.44
PROGRAM CONCESSIONS					
435612	Opera House	\$ -	\$ -	\$ 544.85	\$ 3,637.11
435612	Herbst Theatre	802.96	2,090.23	-	3,516.17
435632	Davies Symphony Hall	1,689.13	6,000.43	64.45	5,591.10
OTHER					
435232	Parking Fees	\$ 2,910.00	\$ 27,161.00	\$ 34,671.50	\$ 33,817.25
462899	Miscellaneous Revenue	11,995.00	119,126.09	41,196.00	185,156.92
GROSS REVENUE		\$ 216,906.27	\$ 3,134,167.95	\$ 2,612,205.95	\$ 3,786,656.36
	Less 15% War Memorial Reserve	\$ (32,535.94)	\$ (470,125.19)	\$ (391,830.89)	\$ (567,998.45)
	Payment to War Memorial Commission	(4,450.00)	(32,250.00)	(24,450.00)	(29,403.00)
NET REVENUE		\$ 179,920.33	\$ 2,631,792.76	\$ 2,195,925.06	\$ 3,189,254.91
OTHER FUNDS					
435614	Concessions Equipment Replacement	\$ 2,339.64	\$ 23,296.47	\$ 8,319.31	\$ 29,383.43

**San Francisco War Memorial
FY 2022-2023 Housekeeping Expenditures - March 28, 2023**

PO Number	Description	Amount	Fund Source
<u>PURCHASE ORDER</u>			
703895	SCHNEIDER ELECTRIC BUILDINGS AMERICAS	\$ 2,430.00	14680
703904	PACE SUPPLY CORP	\$ 379.57	14670
703911	INTERNATIONAL FIRE INC	\$ 7,159.75	14670
704003	D W NICHOLSON CORP	\$ 7,000.00	14670
706093	HOLZMUELLER CORP	\$ 9,870.27	14690
706399	GRAINGER	\$ 5,601.51	14670
706400	GRAINGER	\$ 1,172.86	14670
706534	XTECH	\$ 810.00	14670
706792	STAPLES BUSINESS ADVANTAGE	\$ 17.34	14670
707063	RMI MECHANICAL CONTRACTOR INC	\$ 5,933.36	14680
707429	GRAINGER	\$ 2,105.32	14670
707622	STAPLES BUSINESS ADVANTAGE	\$ 1,086.25	14670
707631	CHARLES PANKOW BUILDERS LTD	\$ 287,644.00	14690
707635	ALAMEDA ELECTRICAL DISTRIBUTORS INC	\$ 13,569.45	14670
707635	ALAMEDA ELECTRICAL DISTRIBUTORS INC	\$ 26,714.55	14690
708484	D T C GRIP & ELECTRIC INC	\$ 9,155.84	14670
708493	D T C GRIP & ELECTRIC INC	\$ 2,136.95	14670
	Total	\$ 382,787.02	
FUND CODE:	DESCRIPTION:		
14670	Operating	\$ 50,194.84	
14680	Facilities Maintenance	\$ 8,363.36	
14690	Capital Projects	\$ 324,228.82	
14700	Concessions Equipment Replacement Fund	\$ -	
14720	War Memorial Reserve	\$ -	
14820	Gift Fund	\$ -	
	Total	\$ 382,787.02	

**San Francisco War Memorial
Operating Account - 14670
FY 2022 - 2023 Appropriations Report - March 28, 2023**

ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
Salaries & Benefits	Permanent Salaries	\$ 6,943,350	\$ 4,480,232	\$ 2,463,118
	Temporary Salaries	\$ 381,958	\$ 503,925	\$ (121,967)
	Premium Pay	\$ 153,945	\$ 99,771	\$ 54,174
	One-Time Salaries Payments	\$ -	\$ 158,288	\$ (158,288)
	Overtime	\$ 254,732	\$ 99,671	\$ 155,061
	Holiday	\$ 102,799	\$ 74,700	\$ 28,099
	Mandatory Fringe Benefits	\$ 3,551,653	\$ 2,389,700	\$ 1,161,953
Non Personnel Services	Travel	\$ 21,000	\$ -	\$ 21,000
	Fees_Other	\$ 828	\$ 1,928	\$ (1,100)
	Training	\$ 46,098	\$ 8,120	\$ 37,978
	Employee_Expenses	\$ -	\$ 611	\$ (611)
	Membership_Fees	\$ 3,909	\$ 3,325	\$ 584
	Profesional_Special_Services	\$ 150,728	\$ 154,461	\$ (3,733)
	Maintenance_Services_Build_Struct	\$ 1,484,221	\$ 1,416,828	\$ 67,393
	Maintenance_Services_Equipment	\$ 65,573	\$ 31,874	\$ 33,699
	Rent_Lease_Equipment	\$ 22,473	\$ 19,672	\$ 2,801
	Other Current Expenses	\$ 120,015	\$ 95,459	\$ 24,556
	Taxes_Licenses_Permits	\$ 209,877	\$ 187,037	\$ 22,840
	Utilities_Telephone	\$ -	\$ -	\$ -
	Materials & Supplies	\$ 347,518	\$ 290,516	\$ 57,002
Services of other Departments	Human Resources Modernization	\$ 4,600	\$ 2,300	\$ 2,300
	Diversity Equity Inclusion	\$ 1,721	\$ 861	\$ 861
	GF-PUC-Light Heat & Power	\$ 1,391,362	\$ 911,596	\$ 479,766
	PUC Sewer Service Charges	\$ 98,661	\$ 97,163	\$ 1,498
	Ef-PUC-Water Charges	\$ 89,280	\$ 76,159	\$ 13,121
	DT Technology Projects	\$ 42,139	\$ -	\$ 42,139
	DT Technology Infrastructure	\$ 163,595	\$ 122,696	\$ 40,899
	GF-City Attorney-Legal Service	\$ 75,000	\$ 17,208	\$ 57,792
	DT Enterprise Tech Contracts	\$ 10,787	\$ 10,787	\$ -
	DT Telecommunications Services	\$ 29,274	\$ 15,737	\$ 13,537
	GF-GSA-Facilities Mgmt Svcs	\$ 4,192,025	\$ 1,892,906	\$ 2,299,119
	GF-HR-Equal Emplymnt Opportuni	\$ 28,266	\$ 14,133	\$ 14,133
	GF-HR-Mgmt Training	\$ 44,816	\$ -	\$ 44,816
	GF-HR-Workers' Comp Claims	\$ 154,157	\$ 40,430	\$ 113,727
	GF-Chs-Medical Service	\$ 69,386	\$ 243	\$ 69,144
	GF-Chs-Toxic Waste&Haz Mat Svc	\$ 17,820	\$ -	\$ 17,820
	Is-Purch-Reproduction	\$ 8,500	\$ 343	\$ 8,157
	GF-Rec & Park-Gardener	\$ 192,882	\$ 98,909	\$ 93,973
	TOTAL OPERATING	\$ 20,474,948	\$ 13,317,587	\$ 7,157,361
14680	Facilities Maintenance	\$ 833,148	\$ 726,461	\$ 106,687
	GRAND TOTAL	\$ 21,308,096	\$ 14,044,048	\$ 7,264,048
10000	Debt Service	\$ 9,520,809	\$ 9,299,077	\$ 221,732
14720	War Memorial Reserve	\$ 1,569,003	\$391,912.76	\$ 1,177,091
14700	Concessions Equip. Repl. Fund	\$ 51,925	\$ 7,191	\$ 44,734

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING

Thursday, March 9, 2023

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, March 9, 2023, at 2:00 p.m., in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

ROLL CALL

Present: President Horn, Trustee Gatti, Trustee Fisher, Trustee Kopp, Trustee Muduroglu (2:04pm), Trustee Newstat, Trustee Pelosi, Trustee Rocco, Trustee Wilsey, and Trustee Wright
Absent: Vice President Lui
Staff Present: Rob Levin, Acting Managing Director/Executive Secretary

Public Employee Appointment / Hiring: Managing Director of the San Francisco War Memorial & Performing Arts Center:

President Horn, Chair of the ad hoc Special Hiring Committee, announced that as noticed on the agenda, the Board would hold a closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) to discuss candidates for appointment as Managing Director (Department Head II) of the San Francisco War Memorial and Performing Arts Center. He noted that Deputy City Attorneys Ana Flores and Lauren Curry would be present in the Closed Session.

Chair Horn stated that prior to going into closed session, the Board would hear public comment on all matters pertaining to closed session. President Horn called for any public comment relating to any aspect of the of the agenda item. There being no public comment, President Horn closed public comment.

On motion of Trustee Kopp, seconded by Trustee Wilsey, the Board voted unanimously to enter closed session to discuss candidates for Managing Director of the San Francisco War Memorial and Performing Arts Center.

The Board of Trustees then moved into closed session for that discussion.

CLOSED SESSION

After reconvening in open session, President Horn announced that no action was taken during the Closed Session. Then the Board unanimously approved a motion by Trustee Kopp, seconded by Trustee Wilsey, to not disclose matters discussed in closed session.

After discussion, Trustee Kopp made a motion to abate the current search for the Managing Director and that the appropriate Committee re-examine and revise the job description, to be approved by the Board of Trustees, which was seconded by Trustee Pelosi.

RESOLUTION NO. 23-06

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the current search for the Managing Director position be abandoned and the Board resume the hiring process from the beginning, including re-drafting the job description, to include items the Board found deficient, is hereby approved.

PRESIDENT'S REPORT

President Horn reported that he had been informed by Carmen Chu, City Administrator, that Rob Levin, Acting Managing Director has been nominated to serve as a City Representative Director on the Board of the Civic Center Community Benefit District (CCCBD). President Horn explained that the Civic Center Community Benefit District improves and promotes San Francisco's historic Civic Center through a host of planning, policy and public programming initiatives. He stated that in addition to focused and responsive neighborhood clean and safe programs, CCCBD provides public open space beautification, activation, and advocacy on behalf of the area's diverse constituency.

President Horn noted that it is a positive sign that even with staffing changes, the Department is staying connected with the community, particularly an agency that is working to clean up the neighborhood. He noted that having voice on the CCCBD board is crucial and demonstrates the respect the City Administrator has for our Acting Managing Director to be nominated to the CCCBD.

MANAGING DIRECTOR'S REPORT

Approval of Consent Agenda: Acting Managing Director Levin stated that items submitted on the Consent Agenda included: the minutes of the minutes of the February 9, 2023 Regular Board meeting; the minutes of the February 9, 2023 meeting of the Budget and Finance Committee; Rental Requests for March 9, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for February 2023.

Trustee Kopp requested that the Rental Requests for March 9, 2023, be separated from the Consent Agenda. He questioned why San Francisco United School District Elementary Schools are charged for use of The Green Room. Trustee Gatti noted that all events require event staff that need to be paid. Trustee Kopp requested further information on the events from staff.

Following discussion, on motion of Trustee Pelosi, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

RESOLUTION NO. 23-07

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco the minutes of the February 9, 2023 Regular Board meeting; the minutes of the February 9, 2023 meeting of the Budget and Finance Committee; and the Revenue, Appropriations and Housekeeping Expenditures reports for February 2023 are hereby approved.

Following discussion, on motion of Trustee Pelosi, seconded by Trustee Muduroglu, the following resolution was adopted (Yes Votes: Horn, Gatti, Fisher, Muduroglu, Newstat, Pelosi, Rocco, Wilsey, and Wright and No Vote: Kopp).

RESOLUTION NO. 23-08

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco the Rental Requests of March 9, 2023, are hereby approved.

Acting Managing Director Levin reminded the Board that the annual Form 700 and Ethics and Sunshine training are due April 3, 2023. He noted that the Public Information Officer sent out reminders to those Board members who still have outstanding items to file. He also updated the Board on the downstairs restrooms at Davies Symphony Hall, which had been closed for 5 weeks due to a plumbing issue. He stated that after much investigation, both internally and by the Department of Public Works, a leak was found behind a wall which appeared to be causing a moisture condition in the restrooms. Director Levin reported that a contractor has been engaged to work on the leak, while the Symphony is on tour. He thanked the engineering team for their work.

Acting Managing Director Levin noted that a group came to do a second walkthrough at the Herbst Theatre and The Green Room for a potential theatrical event and/or delegate dinner for the APEC CEO Summit Conference in November 2023. Trustee Muduroglu noted that one of the most important considerations for that specific event includes 24-hour closure for the entire building and full security within 4-5 full blocks. Mr. Levin noted this could be a challenge during Opera season, but they would do everything possible to make it work.

Director Levin also reported to the Board that the Land Acknowledgement, which recognizes Indigenous Peoples as the original stewards of the lands on which the War Memorial buildings are built, has been incorporated into Appendix D – a piece of the contract that goes to all licensees, requiring them to add the Land Acknowledgement into any printed programs at their events. He noted that it has gone to all outside licensees, is currently printed in the both the Ballet and Symphony's programs, and is expected to be printed in the Opera's programs when they resume their season in June.

Acting Director Levin also provided an update on the Booking Team organizational structure, as the Department is currently in the midst of hiring a Booking Supervisor, someone with dedicated availability and supplemental coverage for the three current Booking Managers. He concluded his report by noting the Mayor's most recent Department Head meeting was held at the new South East Community Center in the Bayview District, which houses an event space and amphitheater for community use. Mr. Levin noted that he connected with the Executive Director Emily Rogers-Pharr, to facilitate referrals between the venues. Director Levin concluded his report by noting that Board of Trustees meetings will remain in the online hybrid format to facilitate remote public comment, as a best practice for accessibility.

REGULAR ITEMS

Consideration of Request from American Legion for Waiver of The Green Room Rental Fees: President Horn stated that prior to the meeting Trustees received a letter from the American Legion War Memorial Commission requesting a waiver of rental fees to present a fundraising event in The Green Room on March 17, 2023. He noted the letter indicated the event is to raise funds for veteran and community projects in San Francisco. President Horn invited a representative of the American Legion War Memorial Commission to address questions from the Board. President Horn invited Merc Martinelli, Operations Manager for the American Legion War Memorial Commission to address the Board. Mr. Martinelli explained that the event is a fundraiser for Post 599.

Following discussion, on motion of Trustee Kopp, seconded by Trustee Muduroglu, the following resolution was unanimously adopted:

RESOLUTION NO. 23-09

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the waiver of The Green Room rental fees for the American Legion War Memorial Commission's fundraising event on March 17, 2023, is hereby approved.

Global Gourmet Catering Request for Amendments to Original Contract: President Horn noted that prior to the meeting, Trustees received a letter from Global Gourmet Catering requesting consideration and approval to amend the original contract terms, which involves forgiveness of outstanding and future capital expense requirements and has been adjusted since it was originally referred to the Committee.

President Horn referred the item to the Presentors Liaison Committee and requested that the Committee meet to review and consider approval of the request.

GOOD AND WELFARE

There being no good and welfare, President Horn closed good and welfare.

PUBLIC COMMENT

Public comment is an opportunity for members of the public to directly address the Trustees on items within the subject matter jurisdiction of the Board, but not on the agenda.

There being no public comment, President Horn closed public comment.

ADJOURNMENT

President Horn stated that due to the business discussed by the Board in the Closed Session, the Special Hiring Committee meeting scheduled for directly after the Board Meeting would be cancelled. There being no further business to come before the Board, President Horn adjourned the meeting at 3:05 p.m.

Rob Levin
Executive Secretary

DRAFT

**City and County of San Francisco
Department Head II (#0962)**

Managing Director – San Francisco War Memorial and Performing Arts Center

ORGANIZATION REVIEW:

The San Francisco War Memorial and Performing Arts Center is a department of the City and County of San Francisco. The Center includes the War Memorial Opera House, War Memorial Veterans Building, Louise M. Davies Symphony Hall, Zellerbach Rehearsal Hall and adjacent grounds, and hosts approximately 900 performances and events annually in seven rental facilities serving annual attendance of approximately 1 million patrons, guests and visitors.

This position is appointed by and reports to the 11-member War Memorial Board of Trustees and the incumbent serves at their pleasure. The position directs the Center's staff of approximately 70 full-time employees and 100 part-time employees.

POSITION SUMMARY:

Under broad policy direction of the War Memorial Board of Trustees, the Managing Director is charged with implementing the mission and long-term vision of the San Francisco War Memorial and Performing Arts Center; oversees the development of strategic plans and interim goals; establishes policies and determines priorities; adjusts plans to respond to emerging and/or urgent issues; directs the allocation of resources to achieve timely outcomes and measurable goals within budget guidelines; as defined by the City Charter, serves as the appointing authority; and performs related duties as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

1. Direct the development and timely implementation of departmental goals, policies, and strategic plans; determine the organizational structure, staffing plans and assignments, service levels and administrative systems required to accomplish the department's mission in an effective and efficient manner.
2. Direct and oversee the operation of all departmental functions, activities and programs including personnel, booking and scheduling, fiscal management, building maintenance and repair, security, and licensee, patron and public services. Set objectives and monitor the performance of subordinate staff engaged in defined activities.
3. Consult with the Mayor's Office regarding department programs and initiatives; coordinate activities with other City departments; represent the department before and/or provide information to commissions, boards, committees, agencies, and the media.
4. Oversee long-term financial planning; direct the preparation and implementation of the department's annual operating and capital budgets; develop and recommend competitive rental rate and fee structures; develop long-term financing bond programs and/or alternative funding proposals for major capital improvement projects; make grant applications and develop funding plans for special programs and projects.
5. Direct the negotiation and implementation of contractual agreements with various contractors, vendors and organizations for food and beverage concession and catering operations, catering services, theatrical employee services, and building and equipment maintenance and services.
6. Direct the development and maintenance of a long-range master plan for the upkeep, maintenance and improvement of the Performing Arts Center buildings and grounds; consult and coordinate with facilities

licensees, building occupants and City representatives on short- and long-range capital improvement needs of the Center, lead the decision-making process to determine prioritization of capital projects.

7. Develop and maintain strong working relationships with resident and non-resident licensees of the Performing Arts Center, local and national performing arts representatives, War Memorial Trust beneficiaries, and City, State and national officials and agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Requires a thorough knowledge of business management and financial principles and practices related to performing arts venue management; the organization and function of municipal government; and federal, state and local rules pertaining to the department's programs and activities.
- Requires knowledge of Government administration and experience in navigating political policies and procedures.
- Requires considerable ability to provide strong leadership skills; direct a deputy director and other management staff engaged in diverse activities; exercise administrative ingenuity, independent analysis, adaptability and judgement on highly specialized issues and proposals with difficult and complex choices of action; communicate effectively with and make recommendations and present them effectively to the War Memorial Board of Trustees, Center constituents, and commissions, boards and elected officials; apply the principles and practices of public administration, financial and personnel management; clearly interpret applicable laws ordinances and codes; and provide guidance to managers in a calm and effective manner.

MINIMUM QUALIFICATIONS:

Education: Possession of a Baccalaureate Degree from an accredited college or university; **and**

Experience: Five (5) years of proven and demonstrated successful progressive responsibility managing the operations of a performing arts venue and leading a diverse team. All of the qualifying experience must include supervisory experience.

Substitution: Applicants may substitute up to two years of the required education with additional qualifying experience as described above.

Desirable Qualifications:

- Two (2) years of senior level public policy issues experience
- Experience in negotiating a wide variety of contractual and collective bargaining agreements.
- Experience with Government administration and experience in navigating political policies and procedures
- Working with not-for-profit arts organizations representing communities from diverse racial, ethnic, and socioeconomic backgrounds

- Understanding of diversity, equity, inclusion and anti-oppression concepts especially as they apply to creating welcoming environments in public assembly venues

Verification of Education and Experience:

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. More information can be found at: <https://sfdhr.org/information-about-hiring-process#verification>

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Note: Falsifying one’s education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

Selection Procedure: Applications will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates’ qualifications. Only those applicants who most closely meet the needs of the Agency will be invited to participate in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement in the selection process.

What else should I know?

Additional Information Regarding Employment with the City and County of San Francisco:

- [Information About The Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

Statement on Diversity, Equity, and Inclusion: At the City and County of San Francisco, we share a commitment to a diverse, inclusive and equitable community. Each member of our organization is responsible and accountable for what they say and do to make San Francisco an inclusive and equitable place to live and work by employing fair and just practices to and for all.

HOW TO APPLY

Specific instructions and information regarding this recruitment process are listed below:

1. Please read [Critical Tips for Applying on Smartr](#) before you apply.
2. To submit your application, select the “I’m Interested” or “Apply Now” button and follow instructions on the screen.
3. Please submit a Letter of Interest introducing yourself, sharing your interest in the job, how you would add value to the position and the reasons you would like to work at the War Memorial.
4. Please explain in detail any experience in dealing with Government policies and practices, with examples if possible.
5. Look for a confirmation email that your application has been received. See **Application Procedure** section below for more details.

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/> and begin the application process.

Applicants may be contacted by email about this recruitment and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu, @smartalerts.info, and @smartrecruiters.com).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. **Failure to receive this email means that the online application was not submitted or received.**

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

All your information will be kept confidential according to EEO guidelines.

If you have any questions regarding this recruitment or application process, please contact: Jenna Lee, Senior Human Resources Analyst, at jenna.lee@sfgov.org.

RULE 5: PARENTAL LEAVE

Section 5.01. PARENTAL LEAVE POLICY

San Francisco Administrative Code Chapter 67B authorizes members of the War Memorial Board of Trustees to take parental leave in certain circumstances. The terms of the parental leave policy are set forth in Administrative Code Section 67B.1. That section is incorporated by reference into these rules and regulations. The Executive Secretary shall provide a copy of Section 67B.1 to each member of the War Memorial Board of Trustees when the member assumes office. Any member who intends to take parental leave under this policy must inform the Managing Director and the President of the War Memorial Board of Trustees in writing. To the extent feasible, the member's written notice shall state the beginning and end dates of the leave and whether the member intends to participate in the War Memorial Board of Trustees meetings remotely during the leave. The notice is not binding on the member and does not limit the member's rights under the parental leave policy, but rather is intended to aid the Managing Director and the President in planning the work and the meetings of the War Memorial Board of Trustees while the member is on parental leave.

CHAPTER 67B:

PARENTAL LEAVE AND TELECONFERENCING

Sec. 67B.1. Parental Leave Policies; Teleconferencing.

SEC. 67B.1. PARENTAL LEAVE POLICIES; TELECONFERENCING.

(a) For purposes of this Section 67B.1, “Commission” shall mean any appointive board, commission, or other multi-member unit of government of the City and County. For purposes of this Section 67B.1 only, “Commission” shall also mean a purely advisory City policy body.

(b) The following parental leave policy shall apply to all Commissions:

(1) Members meeting the eligibility requirements of subsection (c)(1), below, shall be allowed to take parental leave for 32 weeks, or until the member no longer meets the eligibility requirements. Members meeting the eligibility requirements of subsection (c)(2), below, shall be allowed to take parental leave for 16 weeks, or until the member no longer meets the eligibility requirements.

(2) Members shall be excused from attending and participating in meetings of the Commission or its committees, whether in person or by teleconferencing, while on parental leave.

(3) Members may attend and participate in public meetings of the Commission or its committees by teleconferencing while on parental leave, as further provided in subsection (e), below.

(c) A member of the Commission shall be eligible for parental leave when:

(1) The member is physically unable to fulfill the member’s duties, including attending Commission meetings in person, due to the member’s pregnancy, childbirth, or related condition, as certified by a health care provider, or

(2) The member is absent to care for the member’s child after birth of the child, or after placement of the child with the member or the member’s immediate family for adoption or foster care.

(d) If the Charter or any ordinance supersedes any part of the leave policy set out in subsection (b), above, it shall be City policy to support and promote the substance of that leave policy to the fullest extent allowed by law.

(e) A member may attend and participate in meetings of the Commission or its committees by teleconferencing while that member is on parental leave granted pursuant to this Section 67B.1. “Teleconference” shall mean a meeting of the Commission or its committees, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

(1) Participation by teleconferencing pursuant to such policy shall satisfy all otherwise applicable requirements of City law regarding quorum numbers and the number of votes required to take particular actions.

(2) Members participating by teleconferencing pursuant to such policy shall comply with all otherwise applicable State and City laws regarding public meetings and public records.

(f) A member participating in the Health Service System and on parental leave shall maintain Health Service System benefits as provided in Administrative Code Section 16.700.

(g) It shall be City policy that a member shall not be removed from a Commission for having sought or taken parental leave, and seeking or taking parental leave shall not be considered good cause for removing a member. Absences occurring while a member is on parental leave shall not be considered for purposes of any ordinance providing that a member of a Commission shall be deemed to have constructively resigned after missing a specified number of meetings.

(h) Each Commission shall amend its rules of order or other similar document to include the parental leave policy, and shall provide a copy to all Commission staff and newly-appointed Commission members.

(Added by Ord. [156-21](#), File No. 210586, App. 10/8/2021, Eff. 11/8/2021)

**SAN FRANCISCO WAR MEMORIAL BOARD OF TRUSTEES
RESOLUTION CLARIFYING THE ADMINISTRATION OF GIFTS AND BEQUESTS
ON BEHALF OF THE WAR MEMORIAL**

WHEREAS, the San Francisco War Memorial and Performing Arts Center (the “War Memorial”) is a “charitable trust department” under Article V of the San Francisco Charter;

WHEREAS, under Section 5.101 of the Charter, the War Memorial Board of Trustees (the “WMBT”) has exclusive charge of the trust and all other assets under the its jurisdiction, which may be acquired by loan, purchase, gift, devise, bequest or otherwise;

WHEREAS, the San Francisco Performing Arts Center Foundation (the "Corporation") was created in 1973 as a Section 509(a)(3) supporting organization for the War Memorial;

WHEREAS, on October 13, 2022, the WMBT passed resolutions (attached as Appendix A) authorizing the Managing Director of the War Memorial to (a) negotiate, with the assistance of the City Attorney, an agreement with the Corporation for the administration of gifts, grants, donations, and bequests to the War Memorial (the "Agreement"); and (b) take all actions that are reasonable or necessary to finalize, execute, and implement the Agreement;

WHEREAS, on September 22, 2022, the board of the Corporation passed resolutions (attached as Appendix B) authorizing negotiation and execution of the Agreement on the terms set forth above;

WHEREAS, the WMBT wishes to affirm the October 13 resolutions;

WHEREAS, the WMBT seeks to clarify in the Agreement that all gifts, grants, donations, and bequests that designate the War Memorial as the beneficiary shall be distributed directly to the Corporation for the benefit of the War Memorial;

WHEREAS, the WMBT also seeks to clarify that the Agreement shall apply to all future and pending gifts, grants, donations, and bequests that designate the War Memorial as the beneficiary, including bequests from any estates or decedent’s trusts that are currently being administered;

WHEREAS, the WMBT further seeks to clarify that the War Memorial has the discretion to self-administer any gifts, grants, donations, and bequests that designate the War Memorial as a beneficiary on a case-by-case basis with notice to the Corporation; and

WHEREAS, both the WMBT and the Corporation desire that the above affirmation and clarifications be made;

NOW, THEREFORE, IT IS RESOLVED THAT:

Section 1. The October 13, 2022 resolutions are affirmed;

Section 2. The Agreement shall state that all gifts, grants, donations, and bequests that designate the War Memorial as the beneficiary shall be distributed directly to the Corporation for the benefit of the War Memorial;

Section 3. The Agreement shall apply to all future and pending gifts, grants, donations, and bequests that designate the War Memorial as the beneficiary, including

bequests from any estates or decedent's trusts that are currently being administered;

Section 4. The Managing Director of the War Memorial, with assistance of the City Attorney, is authorized to negotiate the Agreement on the WMBT's behalf; and

Section 5. Any actions of the WMBT, any Trustee, or any other person acting on the WMBT's behalf that are authorized by the foregoing resolutions but were taken before the adoption of such resolutions, are separately ratified, confirmed, approved and adopted as acts in the name of and on behalf of the WMBT.

Passed, approved and adopted at a [regular][special] meeting of the WMBT held on _____, 2023.

APPENDIX A

SAN FRANCISCO WAR MEMORIAL BOARD OF TRUSTEES
RESOLUTION AUTHORIZING THE ADMINISTRATION OF GIFTS AND BEQUESTS
ON BEHALF OF THE WAR MEMORIAL
Resolution No. 22-18

WHEREAS, the San Francisco War Memorial and Performing Arts Center is a “charitable trust department” under Article V of the San Francisco Charter;

WHEREAS, under Section 5.101 of the Charter the War Memorial Board of Trustees (the “WMBT”) has exclusive charge of the trust and all other assets under its jurisdiction, which may be acquired by loan, purchase, gift, devise, bequest or otherwise;

WHEREAS, the San Francisco Performing Arts Center Foundation (the "Foundation") was created in 1973 as a Section 509(a)(3) supporting organization for the War Memorial and Performing Arts Center;

WHEREAS, from time to time, gifts, grants, donations, and bequests are made to the War Memorial and Performing Arts Center (or the "War Memorial Board of Trustees" or a similar designation);

WHEREAS, both the WMBT and the Foundation desire that the Foundation administer such gifts, grants, donations, and bequests on behalf of the War Memorial and for its benefit; and

WHEREAS, the WMBT and the Foundation wish to enter into an agreement that describes such administration, including each party's rights and duties;

NOW, THEREFORE, IT IS RESOLVED THAT:

Section 1. The Managing Director of the War Memorial is authorized (a) to negotiate, with the assistance of the City Attorney, an agreement with the Foundation for the administration of gifts, grants, donations, and bequests to the War Memorial and Performing Arts Center (the "Agreement"); and (b) to take all actions that are reasonable or necessary to finalize, execute, and implement the Agreement.

Section 2. The Managing Director is authorized to execute the Agreement.

Section 3. Any actions of the WMBT, or any other person acting on the WMBT’s behalf that are authorized by this resolution but were taken before the adoption of such resolution, are separately ratified, confirmed, approved and adopted as acts in the name of and on behalf of the WMBT.

Passed, approved and adopted at a Regular meeting of the WMBT held on October 13, 2022.