

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

**Managing Director – San Francisco War Memorial and Performing Arts Center**

Revised 12/13/22

**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 creates 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 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: Eight (8)+ years of progressive responsibility managing the operations of a performing arts venue and leading a diverse team.

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
- \* 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

**BAY AREA LOCAL ARTS ORGANIZATIONS**

Academy of Sciences
African American Arts & Cultural Center
African-American Shakespeare
Amateur Music Network
American Conservatory Theater
American Indian Cultural District
Artist & ArtSpan
Arts Education Alliance of the Bay Area (AEABA)
Asian Art Museum
Bayview Opera House
Boys & Girls Clubs of SF
Carnaval San Francisco / Calle 24 Latino Cultural District
Chinese Culture Center of San Francisco
City Arts and Lectures
Community Music Center
CounterPulse
Fine Arts Museums
Grants for the Arts
Hope Mohr Dance/The Bridge Project
Human Rights Commission
Intersection for the Arts
Jewish Community Center
Kultivate Labs / Filipino American Cultural Center
Leap Arts in Education
LEVYdance
Mission Cultural Center
Oakland Museum
Queer Cultural Center
Ruth Asawa School of the Arts
San Francisco Ballet
San Francisco Conservatory of Music
San Francisco Opera
San Francisco Symphony
SF Arts Commission
SF Urban Film Fest
SFFILM
SFJAZZ
SFMOMA
SOMA Pilipinas
Southern Exposure
The Art Don't Stop
Theatre Bay Area
World Arts West
Yerba Buena Center for the Arts
ZERO1