

**WAR MEMORIAL DEPARTMENT EMPLOYMENT OPPORTUNITY**  
**City and County of San Francisco**  
**Permanent Exempt Appointment (PEX)**

CLASS AND TITLE: 1842 – Booking Manager

APPOINTMENT TYPE: The War Memorial and Performing Arts Center is recruiting for one full-time (40-hour/week) in class 1842 be filled by permanent exempt appointment.

The appointee will be required to participate in a Civil Service examination to be considered for permanent appointment in this classification.

SALARY AND SCHEDULE: \$3,445-\$4,186 Bi-Weekly; \$89,570-108,836 Annually; Monday – Friday, 8:00 a.m. – 5:00 p.m. (may require additional or weekend work).

**ABOUT THE SAN FRANCISCO WAR MEMORIAL & PERFORMING ARTS CENTER:**

The San Francisco War Memorial and Performing Arts Center, a monument to San Francisco veterans, the birthplace of the United Nations, embodies its role as the civic home of the arts in San Francisco by welcoming all who enter.

Our goal is to provide a place belonging for all San Franciscans, generating fond memories and a desire to return, for all who cross our thresholds.

San Francisco War Memorial and Performing Arts Center staff meet this goal each day in our four buildings by:

- Ensuring the venues are clean, safe, and ready for gathering;
- Greeting each visitor warmly and serving them attentively;
- Fostering supportive relationships with local non-profit arts and service organizations;
- Attracting an ever more diverse group of presenters, while recognizing the importance of larger performing arts groups as arts educators, employers, and local economic drivers; and
- Providing affordable office, gathering, gallery, and performing space for the City's arts departments.

Comprised of the War Memorial Opera House, Louise M. Davies Symphony Hall, Herbst Theatre, The Green Room, The Wilsey Center (Atrium Theater, Education Studio), and Harold L. Zellerbach Rehearsal Hall, the San Francisco War Memorial & Performing Arts Center (War Memorial) is a landmark cultural institution owned and operated by the City and County of San Francisco. These uniquely beautiful performing arts venues with a combined capacity of over 7000 seats make the War Memorial a primary destination for world class entertainment in the Bay Area. The department consists of a staff of 71 full-time employees and approximately 40 as-needed employees.

Please visit our website for more information about our work: [www.sfwarmemorial.org](http://www.sfwarmemorial.org)

POSITION DESCRIPTION: The Booking Manager provides professional-level management in the planning, estimating, contracting, and administration of theatrical productions and events produced in the War Memorial and Performing Arts Center facilities.

ESSENTIAL DUTIES:

- Schedule rental and non-rental uses of performance and theatrical venues;
- Maintain calendar and production details for performance and theatrical uses through utilization of database scheduling software;
- Familiarize potential facility users and licensees with rental policies and procedures and supply technical rental information related to use of Center facilities;
- Prepare rental and production cost estimates and provide guidance on licensees' production specifications;
- Evaluate and determine required and necessary personnel and services for performances and theatrical events;
- Prepare, issue and monitor license agreements and track related payments and deliverables;
- Prepare box office settlement statements of rental and performance costs and final settlement statements for licensees;
- Create and maintain an electronic and printed file for each license agreement issued;
- Communicate event details to House Managers, Event Management Staff, Box Office, Food & Beverage Concessionaire, Security, Engineering and Custodial staffs;
- Administer merchandise concession proceeds;
- Collect and maintain data on facilities usage, attendance, insurance and rental revenue; develop new booking techniques or practices in coordination with other Center staff; maintain and update departmental informational material;

- Gather and maintain information on comparable public assembly facilities' rental rates, policies, rules and regulation;
- Co-Manage one full-time administrative employee in tasks related to administration of license agreements and settlements;
- Other duties may include coordination and planning of special events, assisting with promotional activities of the Center and its licensees, scheduling and supervising personnel for performances and special events, acting as liaison with licensees in coordination of events and building activities;
- Performs other duties as required.

#### MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

##### Education:

Possession of a Baccalaureate Degree from an accredited college or university.

##### Experience:

One (1) year full-time equivalent experience performing professional-level management and/or administrative duties in functional areas such as: program/office/operations management, budget development and/or administration, development and administration of contractual agreements and/or grants, or other closely related functional areas.

##### License and Certification:

##### Substitution:

Applicants may substitute up to 2 years of required education with additional qualifying experience in program/office/operations management, budget development and/or administration, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

#### DESIRED QUALIFICATIONS:

- Degree in theater management or public assembly management would be preferred.
- Experience working within a small team of managers and administrative staff.
- Understanding and knowledge of the terminology spoken in theatrical riders and

contracts.

- Experience working with event producers, agents, theatrical producers, and event staff.
- Ability to employ conflict resolution strategies.
- Experience managing employee scheduling and shift coverage.
- Familiarity with ADA codes and requirements for public assembly venues.
- Proficiency in MS Office Suite and standard office equipment.
- Familiarity with Artifax and staff scheduling software a plus.

APPLICATION PROCEDURE: Interested applicants should submit a cover letter and a resume via email to: [wmpac.hr@sfgov.org](mailto:wmpac.hr@sfgov.org) or mail to Human Resources, War Memorial Department, 401 Van Ness Avenue, Room 110, San Francisco, CA 94102.

APPLICATION DEADLINE: Friday, December 29, 2023. Mailed material must be postmarked by this date.

NOTES: Resumes and applications will be screened for relevant qualifying experience, and applicants may be required to verify experience or education. Applicants meeting the minimum qualifications are NOT guaranteed advancement to the interview phase. In Compliance with the Immigration Reform and Control Act of 1986, all persons entering City and County employment will be required to prove their identity and authorization to work in the United States.

AN EQUAL OPPORTUNITY EMPLOYER  
MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY

Date Issued: 12/11/2023