

October 24, 2017

Bayview Opera House is looking for a new **director of programs** who will develop a set of key program goals and strategies to implement forward looking arts, cultural and educational programs, while also enhancing existing programs and attracting relevant cultural rental events to our facility. The work will encompass being part of a collaborative management team that includes other staff and at times, outside partners. The Director of Programs will manage several staff members and work closely with the Executive Director and Production Manager to develop and curate high level cultural programs that will attract both Bayview residents and audiences from the larger Bay Area.

### **Hours**

This position is a full-time exempt position. Significant evening and weekend times as required by scheduled activities.

### **About Bayview Opera House**

Bayview Opera House operates a community Cultural Center in San Francisco's Bayview Hunters Point District, a diverse community with great potential. Our mission is to bring people together through arts and culture. Community events, presentations of music, plays, dance and visual arts, and quality arts education for Bayview youth are our central activities.

Our historic building, the Bayview Opera House Ruth Williams Memorial Theatre, was re-opened in the fall of 2016 with a new outdoor stage and improved audience area, after being closed for two and a half years. We are continuing to build our small staff in order to operate the improved facility and further develop our programs within the Bayview Town Center, a fledgling arts and restaurant district.

### **Scope and Impact of the Director of Programs and Events**

The Director of Programs will play a central role in shaping the programming of the Bayview Opera House by creating and implementing cultural event and program goals, growing earned revenues and activities with our rental program, motivating staff to do their best and inspire the Bayview community.

We are looking for an individual who is enthusiastic and can come up with creative solutions to serve our cause, carefully attends to all relevant details, and works well as part of a dedicated team.

### **Principle Accountabilities**

- Create programmatic arts, culture and educational goals and develop strategies for their implementation
- Ensure programmatic excellence, timely execution and diligent evaluation of all programs and events
- Create timelines and analyze resources needed to achieve strategic programming goals; devise event and program budgets in collaboration with finance staff and adhere to them
- Develop and implement program evaluation metrics and methods for all our programs and events

- Supervise the development of all curricula for arts education and other classes
- Work in close collaboration with the executive director to ensure alignment with the mission and current priorities for maximum impact
- Monitor the day-to-day delivery of programs and events; seek ways to enhance or improve delivery
- Supervise, hire and train event and program staff
- Grow our rental program to attract additional high caliber mission-related events as well as other revenue-generating functions
- Support grant writing by creating program content and forming partnerships with potential funders, and assist with grant writing and reporting
- Create systems to keep accurate program and event records and monitor adherence to record-keeping; reporting for grant-supported programs/events
- Build and maintain relationships with a variety of arts and community partners
- Other duties as assigned by the Executive Director

### **Required Qualifications**

- B.S. or B.A. is required. MBA/MFA preferred.
- A minimum of four years of senior management experience in a contemporary arts organization, museum or public gallery, and 10 years of work experience in the field
- Significant experience creating and implementing artistic programs that support cultural equity
- Connections to and knowledge of the San Francisco Bay Area art scene preferred
- Superior verbal, presentation and writing skills
- A strong communicator with excellent interpersonal skills and a capacity for leading a diverse staff equitably
- Have exceptional interpersonal and relationship skills and a track record of building strong partnerships; capacity to inspire teamwork, build consensus and motivate a wide variety of stakeholders
- Demonstrated experience and capability to develop meaningful program evaluation systems and implement them
- Demonstrated experience in curriculum development for arts education
- Experience with grant-writing and development of language for fundable programs
- Proven budget management skills
- The ability to prioritize, multi-task and work effectively in an environment that is often fast-paced and changing
- Bonus skills: Spanish and/or Cantonese language skills

### **Compensation and benefits**

Salary/wage is negotiable and commensurate with experience  
 Health, dental and vision insurance (100% employer funded)  
 401(k)

### **To Apply**

Please email cover letter, resume, three references, and 1-3 writing samples and/or documents such as grant proposals, program evaluation plans or curricula in .doc or .pdf format to [jobs@bvoh.org](mailto:jobs@bvoh.org)  
 Attn: Barbara Ockel, Executive Director  
 Subject: [YOUR NAME], Director of Programs  
 No phone calls please. Position open until filled.

Bayview Opera House is an equal opportunity employer and does not discriminate on the basis of race/ethnicity, national origin, sexual preference, disability, veteran status, age or other protected class. We especially encourage Bayview residents and diverse candidates to apply.

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