

Bayview Opera House, Inc.

POSITION ANNOUNCEMENT

MANAGING DIRECTOR

OPENING: May 1, 2008

CLOSING: May 30, 2008

SALARY: \$50,000-\$55,000

STATUS: Full-time, Salaried

About the Bayview Opera House

The Bayview Opera House, Inc. (BVOH) a California 501 (c)(3) nonprofit corporation, is located in San Francisco's fastest growing and most diverse neighborhood, Bayview Hunters Point. In the midst a major re-launch, the historic Bayview Opera House, built in 1888 as San Francisco's first opera house, is being restored to its original Victorian splendor. The building and its campus have been designated as the centerpiece for the Bayview Town Center on the redeveloping Third Street Corridor. As the long-term resident nonprofit of the Opera House, BVOH is a "hub" for arts, cultural, and community opportunities. Our mission is to deliver high-quality arts and cultural programming that reflects the diversity of the Bayview Hunters Point community and is low cost or free to community residents. In addition, we seek to support artists, local and city-wide, with opportunities to teach, perform, exhibit and mentor. To learn more about BVOH, visit www.bayviewoperahouse.org.

Job Description

This is a new re-defined leadership position at BVOH. It involves building a small dynamic administrative team to meet Board expectations of programmatic growth and community networking.

The Managing Director oversees the administrative and operational aspects of the BVOH. This person, in collaboration with the Board of Directors, is responsible for implementing the strategic vision and plan for the organization*. Success, will in part, be achieved by the delivery of external funds and implementation of substantive and quality programs. In conjunction with public agencies and local community non-profits, the Managing Director will supervise delivery of classes for children, adults, seniors, and families along with a regular schedule of performances, exhibitions, and other special community events.

The Managing Director will provide: leadership and liaison with other Bayview Hunters Point community organizations and San Francisco public agencies; implement the strategic vision and plan for BVOH in conjunction with the Board of Directors; secure external funding for programmatic growth in collaboration with the San Francisco Arts Commission; create and implement marketing strategies and materials to increase local community participation; prepare the annual budget; prepare periodic administrative

filings for the San Francisco Arts Commission; manage the small office staff, contracted faculty; ensure the provision of quality programming and activities available at the Opera House; and exercise other responsibilities as assigned by the Board of Directors.

Qualifications

Minimum qualifications for the Managing Director include: a BA/BS degree from an accredited university or college; general supervisory and management experience; experience in non-profit organizational administration is strongly preferred; strong writing skills and grant writing experience; fiscal management experience; demonstrated leadership skills; and proficiency in MS Office, graphic design software and web design. An ideal candidate also would possess experience in community cultural arts programming and a working knowledge of the dynamics of the Bayview Hunters Point community. The new Managing Director should be able and willing to start no later than July 1, 2008.

Benefits

BVOH offers competitive salary, medical and dental insurance.

**Note: BVOH Strategic Objectives involve the development of programming curriculum to encourage and engage all age groups, which includes dance, music, theater, literary and visual arts. This development must foster active, engaged participation from the Bayview Hunters Point community and reflect collaboration with other city arts, cultural and historical resources. All BVOH programs are expected to celebrate the diversity of Bayview Hunters Point community's cultural heritages and histories.*

PLEASE NO PHONE CALLS: Submit no more than a two-page resume with three professional references in an envelope postmarked no later than May 30 2008 to:

**Dr. Phillip S. Paris
Secretary, BVOH Board of Directors
584 Castro St. PMB 379
San Francisco, CA 94114.**

Or send an email resume to: aparis7@yahoo.com