



PRESIDIO THEATRE PERFORMING ARTS CENTER

POSITION DESCRIPTION

Position Title: Event Manager

Schedule: On-call, Part-time, Non-Exempt

Supervision: Facility and Audience Service Manager

Last Revised: October 2024

Salary Range: \$31-37/hour

Submission Instructions:

Please email your resume and cover letter to jobs@presidiotheatre.org.

ABOUT THE PRESIDIO THEATRE

In September 2019 the revitalized Presidio Theatre reopened its doors in San Francisco's Presidio National Historic Landmark District. Vacant since 1995, the building was rehabilitated into a high quality and affordable multipurpose space for live theatre, cinema, dance, music, lectures, educational programming, and special events.

The mission of the Theatre is to ensure that the magic of live performance is accessible to the entire global and local communities. By reawakening an architectural jewel in the Presidio and creating a professionally run venue that reflects the rich diversity of the Bay Area, the Presidio Theatre encourages artists to grow and flourish. Additionally, the Presidio Theatre will present and be a mainstay for national and international touring artists of the highest caliber.

The beautifully restored theatre also mitigates a crisis facing performing artists in the Bay Area who are being displaced by the high cost of living, creating a permanent home where artists and audiences can find belonging and authentic connection.

ABOUT THE POSITION AND YOU

The Event Manager is a vital and supportive member of the Presidio Theatre team. With primary responsibility for the Theatre's hands-on, day-to-day smooth running of events, the Event Manager supports the Facility and Audience Service Manager and Chief Operating Officer by monitoring the event activities and ensuring policies and procedures are upheld; instructing volunteer ushers; and providing feedback after an event. To thrive in this role, you are an enthusiastic professional who has high standards and excellent customer service.

- knows best practices and understands that high integrity work is critical to a nonprofit organization's mission;
- is organized, proactive and flexible, detail oriented with outstanding follow through;

- has excellent interpersonal skills and a customer service;
- able to work independently as well as with teams;
- has a positive can-do attitude.

PRIMARY RESPONSIBILITIES

- Maintains the smooth running of performances and rental events by monitoring the activities and ensuring policies, safety and procedures are upheld. This includes performing an end of night walkthrough with Catering vendor to leave the space clean and clear.
- Assists in ensuring the success of events by providing feedback after an event and through the Event Manager Reports.
- Under the Facility and Audience Service Manager's supervision, provide instruction to volunteer ushers in the form of an event specific volunteer orientation for the 600-seat theatre, Black Box and outdoor Plaza.
- Acts as a key player in ensuring the safety of the audience during emergency evacuations. Completes CPR and First Aid training to maintain required certification.
- Maintains effective working relationships with AV technicians, Box Office and Event Manager teams, and with clients, vendors and building maintenance services.
- Assists in building a solid community by nurturing interaction with volunteers and audience as well as with patrons, clients and vendors.
- Completes other duties as assigned.

QUALIFICATIONS

- Demonstrated commitment to the performing arts.
- Solid knowledge of computer applications and systems.
- Ability to complete assignments and responsibilities accurately and in a timely manner, often with strict deadlines.
- Dedicated team player with a commitment to the highest level of client (external and internal) service and collaboration.
- Ability to problem-solve, demonstrate sound judgment and maintain confidentiality.
- Strong written and verbal communications skills.

COMMITMENT TO RACIAL EQUITY, DIVERSITY AND INCLUSION

At the Presidio Theatre, we believe outstanding people are the key to our success. We value diversity in all its forms (background, experience and perspective) and are committed to the values, principles and best practices in racial equity, diversity and inclusion. These values, principles and practices are essential to our mission and are reflected in how we operate, including search and hiring processes, promotion and professional development. Presidio Theatre is an equal opportunity employer.