Director of Business Operations

The Director of Business Operations, will be an integral member of SFGC’s senior leadership team and will be responsible for overseeing day-to-day management of the financial and administrative operations for, the San Francisco Girls Chorus (SFGC) and the Kanbar Performing Arts Center (KPAC), a six-story Hayes Valley performing arts hub owned and operated by SFGC.

Reporting to the Executive Director, the Director of Business Operations will oversee internal operations by leading in the following areas: administration; financial management, including budget development and oversight; human resources; IT; and KPAC’s rental program. By developing systems, policies, and work processes to achieve maximum productivity and efficiency across departments while strengthening a culture of inclusion and collaboration, this position will ensure that programs deliver maximum benefit to the Chorus’s more than 300 choristers and the community at large. This position will also manage the day-to-day upkeep of KPAC, and lead SFGC’s short-term rental program at KPAC where nearly two-dozen arts and other nonprofit organizations that annually rent the facilities for performances, rehearsals, retreats, and other gatherings. This position supervises three related part time positions.

An individual who enjoys the arts, understands the transformative power of music education programs, and thrives in a friendly, fast-paced environment will find the work of this position to be particularly rewarding.

Primary Responsibilities:

1. Work closely with the Executive Director while maintaining oversight of administrative operations to ensure effectiveness, productivity, and prudent fiscal management of SFGC’s various departments and KPAC.

2. Along with the Executive Director and finance team, develop, implement, and manage annual $2.5MM operating budget, maintaining oversight over key operations to ensure prudent fiscal management; oversee and work closely with the finance department on preparation and submission of bi-monthly payrolls, A/P, A/R, creation of monthly financial statements, and completion of required tax, licensing, and other reports. Attend monthly Finance Committee meetings to report on budget status, cash flow and annual projections. Supervise the contract Bookkeeper and Finance Assistant.

3. Work with the Bookkeeper to produce necessary documents for the annual audit and 990s.

4. Further develop SFGC’s human resources administration; administer all employment letters and independent contractor agreements; manage onboarding process for new employees; stay abreast of relevant changes to labor laws; manage staff evaluation procedures and schedules and required training.

5. Oversee office administration operations such as vendor contracts, leases, staff locations, keys, janitorial services, supplies procurement and staff schedules.
6. Oversee all short-term rental operations of KPAC; including all internal and external scheduling for KPAC artistic facilities while looking for growth opportunities to bring KPAC usage closer to capacity. Work closely with the Artistic team to coordinate internal usage.

7. Supervise and Manage Better Earth Facilities Management (BEFM), KPAC’s facilities manager; in partnership with BEFM, develop annual facilities maintenance and repair budget; work with BEFM to ensure compliance with insurance requirements, building codes, safety codes, and other applicable rules and regulations; manage relationships with outside service providers for KPAC, including those that provide maintenance, security, and cleaning services.

8. Collaborate with the Development Director on budgeting and planning for special events, grant opportunities, and specific projects where funds are being solicited.

9. Be an in-office resource to faculty, families, and choristers at the building during rehearsals.

10. Attend SFGC performances, fundraising Gala, and other public events as necessary.

11. Liaison with the Board of Directors for reporting purposes as directed by the Executive Director.

12. May perform other duties from time to time as assigned by the Executive Director

Position Qualifications:

- Bachelor's Degree in a related field and five years of management experience, or an equivalent combination of education and related experience
- Excellent communications skills—written, verbal, and interpersonal, with great attention to detail
- Ability to exercise tact, diplomacy, confidentiality, and great discretion in dealing with a variety of constituents
- Knowledge of and experience with MS Office, Google Drive, Box, and various SaaS programs, including QuickBooks Online
- Exceptional organizational and time-management skills; ability to balance multiple priorities in a fast-paced environment
- Experience in facilities management or a related field
- Collaborative team player with the ability to work independently, as well
- Background or interest in performing arts or music preferred
- Ability to work at a computer for long periods of time, and to lift up to 30 lb.

Position:
The Director of Business Operations is a full-time, exempt position. In addition to regular business hours Monday through Friday, some weekend and evening hours during the year will be required for performances, meetings, and other events. SFGC is following the San Francisco city guidelines and mandates for Covid-19, and all staff are currently working remotely.
Compensation:
The San Francisco Girls Chorus offers a compensation package that includes a competitive salary, unlimited paid time off, fully-subsidized medical, dental, vision, and long-term disability insurance, commuter benefit plan, and optional 403(b) retirement plan.

To apply:
Email cover letter and resume to Interim Executive Director, Adriana Marcial at amarcial@sfgirlschorus.org. Include the job title in the subject line. No phone calls, please. The San Francisco Girls Chorus is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, or sexual orientation.
About the San Francisco Girls Chorus

Established in 1978, the mission of the San Francisco Girls Chorus is to create outstanding performances featuring the unique and compelling sound of young women’s voices through an exemplary program committed to education and visionary leadership in the development of this art form. Under the direction of Artistic Director Valérie Sainte-Agathe, the San Francisco Girls Chorus has achieved an incomparable sound that underscores the unique clarity and force of impeccably trained treble voices fused with expressiveness and drama.

Each year, more than 300 young women, ages 4 – 18, participate in the SFGC’s programs. The organization consists of a professional-level performance, recording, and touring ensemble and a six-level Chorus School training program. A leading voice on the Bay Area and national music scenes, the Chorus has produced award-winning concerts, recordings and tours, empowered young women in music and other fields, enhanced and expanded the field of music for treble voices and set the international standard for the highest level of performance and education.

Commissions of new works from the leading composers of our time, collaborations with renowned guest artists, and partnerships with other Bay Area and national arts organizations provide the young women of SFGC with matchless performance experiences among powerful adult role models. In addition to its annual engagements with the San Francisco Opera and San Francisco Symphony, recent and current/upcoming artistic partnerships include the San Francisco Ballet, San Francisco Film Festival, Opera Parallèle, Kronos Quartet, Philharmonia Baroque Orchestra, New Century Chamber Orchestra, TEDxSanFrancisco, and Paul Miller aka DJ Spooky.

SFGC’s commitment to artistic excellence has been recognized through many awards and honors, including five GRAMMY Awards; four ASCAP/Chorus America Awards for Adventurous Programming; and, in 2002, becoming the first youth chorus to receive Chorus America’s prestigious Margaret Hillis Achievement Award for Choral Excellence.

SFGC owns and operates the Kanbar Performing Arts Center, which has become a hub for small to mid-size arts organizations in the Bay Area. In addition to SFGC’s own rehearsal and performance programs, the Kanbar Center provides long-term leased office space to such organizations as American Bach Soloists, Opera Parallèle, Jewish LearningWorks, and the Chinese-American International School, as well as rehearsal space for groups including New Century Chamber Orchestra, Kronos Quartet, San Francisco Gay Men’s Chorus, Merola summer opera program, and the San Francisco Boys Chorus.