



POSITION DESCRIPTION

Stern Grove Festival Association

San Francisco, CA

Director of Programming – Salaried, Exempt, Part-Time, Year-Round

Organization Profile

Founded in 1938, The Stern Grove Festival Association (SGFA or The Festival) is a beloved Bay Area institution whose mission is to make live music experiences accessible to all. The Festival does this primarily by providing a free ten-week summer concert series in the beautiful outdoor amphitheater at Sigmund Stern Grove and providing free music and dance education programs to youth in various facilities around the City.

Position Description

The Director of Programming (DOP) is responsible for leading The Festival into the future by spearheading concert programming to meet The Festival's goals. These goals include being regarded as a place to see exciting, relevant, vibrant, and unique performances from some of the best national touring acts in the world. The main way that this is measured is attendance at the performances.

The DOP is part of SGFA's leadership team. Reporting to (and in partnership with) the Executive Director, the DOP oversees the production department and their small seasonal staff (approx. 8), and works closely with SGFA staff, Board, and the Board's Programming Committee.

General Responsibilities and Duties

The DOP's overall goal is to elevate The Festival through booking and creation of performances that drive attendance, excitement, and notoriety; and to ensure that the production of these performances is of the highest quality, given The Festival's resources.

- Program concerts and manage bookings, from deal and contract negotiation, through to show settlement.
- Using industry data to inform decisions, get the most out of an approximate \$600,000 performance budget – this means booking performances that bring people out to The Festival, appeal to diverse audiences, and creating unique collaborations and moments.
- Build successful artist and agent relationships, especially with the major talent agencies.
- Drive negotiations to secure the things that The Festival needs – rights to performances, active promotion from the artists, other engagement from the artists (meet-ups, etc.).
- Working with SGFA's legal counsel, draft and execute artist contracts.
- Manage all licensing needs – ASCAP, BMI, etc.
- Act as the primary liaison with artists, agents, manager, and artist personnel on concert days. Ensure that these people have an excellent experience, while prioritizing The Festival's needs.
- Oversee production of concerts (including digital elements – filming, streaming, etc), schedules, transportation, and hospitality.

- Plan budgets, develop program ideas, track data, generate reports, and organize meetings and materials as necessary for Program Committee and Board of Directors.
- Accept speaking engagements and represent SGFA to the community, where appropriate.
- Be an enthusiastic, positive, and friendly part of SGFA's leadership team and demonstrate professional conduct at all times.
- Perform other related duties as required or requested.

Ideal Candidate Profile

- Minimum of 5 years of talent buying/booking and concert production experience.
- A bachelor's degree.
- A deep passion for music and its importance in our lives – an evangelist for SGFA's mission.
- Extensive knowledge of artists and the entertainment ecosystem; a subject matter expert.
- Excellent interpersonal and communication skills.
- Possess the skills and temperament to work as part of a team and to motivate staff, board members, and other constituents.
- Display good initiative, organizational skills, and ability to meet deadlines and to balance multiple top-priority tasks and competing responsibilities.

Locations: 1) Festival Office, 832 Folsom Street, San Francisco
2) Sigmund Stern Grove, 19th Avenue and Sloat Boulevard, San Francisco

Schedule: This is a year-round, part-time position, but activity fluctuates depending on job demands and time of year. It is projected that hours will average to approximately 20 hours per week, with the understanding that both employee and employer will be flexible towards mutual satisfaction. Part of the job can be done remotely. Attendance at Sunday concerts is mandatory.

Compensation: Salary and benefits package, commensurate with experience.

To apply: Please send cover letter and resume to: jobs@sterngrove.org

Other requirements

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 40 pounds. The ability to see close, distance, and adjust focus are required. These statements are intended to describe the general nature and level of work; they are not intended to be an exhaustive list of all responsibilities, requirements, duties and skills.

EEO Statement

SGFA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, SGFA complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training. SGFA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.