



JOB ANNOUNCEMENT: Event Manager

EMPLOYEE STATUS: 100% FTE, Non-Exempt, Full-Year

REPORTS TO: Senior Director of Philanthropy

WORK SCHEDULE: Monday-Friday, 8:00 AM- 5:00 PM with the ability to work extended weekday hours, some nights, and some weekends as dictated by the event schedule

START DATE: July 6, 2026

SALARY RANGE: \$39.90 to \$54.33 per hour

Located in the Presidio of San Francisco, The Bay School is an independent, college-preparatory high school committed to equity and belonging within Bay and beyond. The school seeks to provide its students with a challenging, innovative curriculum and a collaborative, supportive community. Our staff and faculty members (“staffulty”) foster and model curiosity, critical thinking, intentionality, open dialogue, and good humor. Bay students have been described as engaged and thoughtful self-advocates who value community and courage. Please visit our precepts and academics pages to learn more about our school.

The Bay School considers all qualified applicants for employment and does not discriminate on the basis of race, color, religion, identity, national origin, ancestry, age, sexual orientation, gender identity, and gender expression (SOGIE), ability or any other characteristic protected by law. We are committed to having a staffulty and student body that reflect the diversity of the Bay Area. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation and student-centered education to apply. We encourage BIPOC candidates to apply.

The Bay School does not participate in the USCIS E-Verify program, and we do not sponsor work visas.

Job Description

The Event Manager helps plan and owns execution of a variety of school events, including, but not limited to, our annual Bay Splash community-building event, opening day reception, new parent/guardian dinner, Grandfriends Day, exhibition

events, graduation, reunions and various other community events throughout the year. The Bay School is heavily focused on community engagement and stewardship with an array of events and activities sponsored by the Development office and the Bay Family Association.

The Event Manager is ideally a quick study and a self-starter, enthusiastic about getting to know the school community, culture, and systems; and, like the rest of the team, demonstrates a willingness to wear many hats. The Development office is responsible for all of the school's fundraising initiatives and works closely with the Board of Trustees, the Bay faculty and staff, the students, the Bay Family Association, parent volunteers as well as alumni and alumni parents. Every person on the team contributes to the success of this position and the busy event schedule.

Required Qualifications

EDUCATION: Junior- or Four-Year College degree.

EXPERIENCE: Working knowledge of principles and practices of event planning and production with general office and administrative skills, ideally with proven event management experience.

COMPUTER SKILLS: Working knowledge of Google Suite, Microsoft Office, Excel, Canva. Growth opportunities with Raiser's Edge/NXT.

CERTIFICATES & LICENSES: 25-years-old or older with 5 years of previous driving experience and a valid CA driver's license.

OTHER REQUIREMENTS: Job offers are contingent upon clear LiveScan fingerprinting and TB risk assessment. Other requirements include completing first aid/CPR training, mandated reporter training, workplace violence prevention training, anti-harassment training, and bloodborne pathogen training. Access to these mandatory trainings are provided and paid for by the school.

Major Responsibilities

Event Responsibilities:

- Holds Bay values at the center of events and embraces all details as important ones, acknowledging that it is sometimes the "small" details of events that make them inclusive and impactful;
- Involved in creation of marketing/communication materials for events. Acts as the main point of contact around all school events sponsored and/or supported by the Development office, approximately 25-30 events per year; works to constantly improve and streamline events, ensures events are meeting the goals of Bay and makes recommendations to change, add, or eliminate events in accordance with the best interest of Bay;

- Ensures that events remain within budget and works with the Development department to achieve fundraising goals, if applicable;
- Supports other departmental events that are aligned with Bay development priorities, e.g. parent-facing Academics, Admissions, Athletics, and Board events;
- Creates and maintains event support request protocols to ensure appropriate advance notice and prevent timing and workload conflicts;
- Manages all aspects of the planning, production, and follow-up of events;
- Provides logistical support and coordinates with various constituencies to track and manage timelines, budgets, vendors, and requirements for each event;
- Works closely with the facilities team, the Marketing and Communications department, the school's general admin team, and the Presidio Trust to coordinate logistics and ensure event planning is cross-coordinated between critical school and external departments;
- Creates and maintains a yearly events calendar;
- Creates individual timelines, including run of show, for each event and effectively shares out with the appropriate audiences;
- Works with the Development team, Marketing and Communications team, and various volunteer groups to prepare event invitations, promotional materials, and collateral;
- Cleans and maintains event items such as tablecloths, branded napkins, signage and donor gifts;
- Invites feedback on events, including creating formal opportunities for feedback on major events such as, but not limited to, graduation and Bay Splash.

Bay Family Association (BFA) Responsibilities:

- Works closely with the BFA to plan and execute events, volunteer opportunities, and various tasks, including BFA events, meetings, and community parties;
- Works with BFA to recruit and manage volunteers.

School Store:

- Manages all aspects of the school store including ordering, designing, pricing, inventory organization, and payment processing. Works with the Marketing and Communications team to ensure school store designs are in line with the Bay image. Surveys students and parents to inform design and product desirability;
- Coordinates merchandise for various departments including ordering and distributing items for athletic giveaways, admissions giveaways, 9th grade sweatshirts, staffulty gifts, and guest speaker gifts;

- Oversees store operations and volunteer management including scheduling and advertising sales, enlisting and training volunteers, and process returns and complaints.

Graduation:

- Creates and maintains spreadsheet information regarding the senior class, in respect to graduation and surrounding events. Oversees senior class Graduation, including interfacing with vendors for caps, gowns, diplomas, etc.; organizing senior picture day; and the day of event;
- Cultivates a relationship with the senior class students and families to ensure all grad related events run smoothly;
- Partners with and supports the team of administrators overseeing graduation, including the Senior Director of Philanthropy, Senior Class Dean, and Dean of Student Life.

Administrative and Development Team:

- Works with the Senior Director of Philanthropy and other team members to create and manage event budgets;
- Works to integrate Development events into the overall Development team plan and goals;
- Is a visible and engaged community member actively working to create a warm and welcoming environment for every member of The Bay School community;
- Works with the Development team to advance alumni relations, tracking, and communications to increase alumni involvement with Bay;
- May serve other departments of Bay as approved by supervisor, such as helping with admissions interviews, senior exit interviews, chaperoning field trips, volunteering for Bay Day and Field Day shifts, etc;
- Maintains clear and consistent data storage, naming conventions, and sharing protocols in Google Drive and serves as a model to the team;
- Provides front desk coverage on occasion;
- Other duties as assigned.

Required Professional Qualities/Abilities

- Strong organizational skills and communication, both written and oral;
- Ability to organize and prioritize workload in a timely manner and handle multiple deadlines;
- Detail-oriented with the ability to multitask;
- Ability to motivate and manage diverse teams of volunteers including colleagues, students, parents, and the broader Bay community;

- Ability to work well under pressure, be flexible, and collaborative;
- Demonstrate sound judgment, effective decision-making, and problem-solving skills;
- Good attitude and willingness to jump in as needed;
- Strong cultural competency and commitment to equity and inclusion;
- Ability to receive and incorporate feedback;
- Ability to advocate for fund- and friendraising within and outside of the school;
- Ability to use and effectively employ technology to promote department efficiency, communication, and organization.

The Ideal Candidate

- Finds resonance with The Bay School mission, philosophy, and precepts;
- Dedicates themselves to anti-bias and equity work and understands the social justice dimensions of education;
- Commits to ongoing professional growth;
- Welcomes and learns from feedback;
- Enjoys being in a high school community;
- Values mindfulness as a practice.

Physical Requirements

- Ability to lift and carry 20 pounds;
- Ability to sit/stand for long periods of time;
- Ability to set up and break down event venues and organize storage;
- High frequency of viewing a computer monitor.

Work Environment

- Work is performed primarily in a shared office setting.
- The Bay School campus has three separate buildings that are across the street from each other. Classrooms and offices are spread throughout all three buildings and the work of this department requires frequent movement around campus.
- The work of this department requires some off campus errands to places like, but not limited to, Costco and other area supermarkets, flower markets, craft stores, restaurants, etc.
- The noise level in the work environment is moderate to loud during school hours and usually quiet outside of school hours.
- The Bay School lunch service is provided by Acre Gourmet and is available to all employees and subsidized by the school. Staffuly eat lunch in shared dining room spaces with students, in their offices or in the Staffuly lounge on the fourth floor.

If interested in the position, please review our website, then email all of the items below to: Susie McCobb, Executive Assistant to the Heads of School, at: jobs@bayschoolsf.org, subject line: **Event Manager 26/27**

Incomplete applications will not be considered.

1. Cover letter describing your interest in the position as well as how you anticipate contributing to The Bay School;
2. Resume/C.V.;
3. Contact list of 3 references, at least one of whom must be a recent supervisor.