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ASSISTANT GENERAL MANAGER PROFILE: BOHEMIAN CLUB SAN FRANCISCO, CA

ASSISTANT GENERAL MANAGER AT THE BOHEMIAN CLUB

We are leading the search for a new Assistant General Manager at the Bohemian Club. This is an excellent opportunity for a qualified emerging leader to work alongside an accomplished General Manager, to grow in experience, and to take on significant responsibilities at this 150-year-old club known worldwide. The ideal candidate must have proven leadership abilities, and a stellar reputation in the private club and hospitality industry. The candidate must be naturally service-focused intent on providing the best possible club experience for members. This job is for an aspiring leader who will devote themselves to developing high-performing teams, to learn and grow, and contribute to the Club from day one.

Club members are world travelers and desire their club to be excellent in all facets of the operation. This high bar requires understanding how to prioritize and implement world-class best-practice initiatives relevant to the Bohemian Club. Today's fast-changing environment requires the ideal candidate to participate in a technology transformation and work to ensure best practices are implemented while maintaining the deep shared traditions of the club. Ideal candidates will have experience with the logistics required to present world-class events, exceptional food, and services.

[Click here to watch a brief video about this opportunity.](#)

BOHEMIAN CLUB

The Bohemian Club, founded in 1872, was instituted originally as an association of gentlemen connected to or having an appreciation for Literature, Art, Music, and Drama. These four fields of interest are known as the "Four Pillars," and they are the foundation of the club's culture, all club activities and initiatives.

The Bohemian membership today comprises about 3000 men from all over the world, with a sizeable waiting list for admission. Club members are composed of professionals and semi-professionals in the arts, and individuals with a purely avocational interest. The Club is social in nature, focusing on the fine and performing arts and literature. All members are strongly encouraged to participate in the activities of the club, be it as a writer, a lecturer, an artist, a chorus member, a stagehand, or a participant.

The Club owns two separate and distinct properties, the City Clubhouse, and the Bohemian Grove. The six-story City Clubhouse in San Francisco was built in 1932 and contains dining rooms, a library, art gallery, a large theater, costume and scenery shops, and social rooms. In fall, winter, and spring, the City Clubhouse's principal activities are weekly productions written, produced, and performed almost entirely by members and include a wide range of theatrical and musical presentations. The club holds monthly art exhibitions, classical music recitals, and lectures and readings of the works of well-known and emerging authors. There are also many scheduled and spontaneous performances by soloists and small musical groups, book discussion groups, science, and health presentations, as well as art and photo exhibits. The club produces over 225 different scheduled productions centered on the arts throughout the course of a year.

The Bohemian Grove is a 2700-acre private redwood preserve in western Sonoma County. The Grove is open year-round but comes to life during the summer months for the annual Spring Jinks and Summer Encampment.

The Grove has outdoor theater facilities, a 1000-seat outdoor restaurant, a firehouse, first aid station, commissary, civic center, swimming area, library, barber shop and general store, and has 119 separate and distinct “camps”—each with its own character and facilities— where members and their guests stay. The yearly programs at the Grove now encompass more than 100 entertainment events, produced and performed by the members, and are held in the Grove’s outdoor theaters and other common gathering places.

The club’s general activities and policies are governed by an 11-member Board of Directors and supported by numerous committees. The City Clubhouse has approximately 50 full-time employees and the Grove has approximately 10 full-time employees. Part-time employment grows to over 600 during the summer events. The General Manager is supported by professionals in Human Resources, Finance, Food & Beverage, Events, and other leaders who professionally run the club.

One of the exaggerated notions about the Bohemian Club is that it is a gathering and decision-making place for national and international “power brokers.” In fact, the club is a refuge from decision-making and other pressures. The Club’s motto: “Weaving spiders, come not here” conveys the club’s character and purpose as a social, avocational organization. Conducting business is prohibited. What impresses the membership are gifts of talent, time, and the effort that members contribute to the club’s own unique activities. Cell phones and PDAs are strictly prohibited in the Clubhouse and Grove. The membership comes from all walks of life and the club aims at all times to be a genuine home for artistic participation and appreciation combined with good fellowship and generous spirit.

Mission Statement:

The Bohemian Club’s purpose is to enjoy a fellowship of members engaged in the creation and enjoyment of the four great arts: Literature, Art, Music, and Drama.

BOHEMIAN CLUB BY THE NUMBERS

Available to qualified candidates

BOHEMIAN CLUB WEB SITE: www.bohemianclub.com

ASSISTANT GENERAL MANAGER – POSITION OVERVIEW

The Bohemian Club Assistant General Manager (AGM) works closely with the General Manager and is responsible for operation of all aspects of the club in the absence of the General Manager and performs specific tasks as requested by the General Manager. This is an exceptional opportunity to have an integral role in the development and implementation of key strategic initiatives.

The AGM approves budgets, staffing and general operating procedures and other plans for the Club House Operations, including Food and Beverage Operations as well as the maintenance, repair, and security of all departments. Directs the work of department heads and functions as an administrative link between all departments.

Monitors the budget and directs corrective action procedures as necessary to help assure that budget goals are attained. Monitors internal cost control procedures. Plans and coordinates training and professional development programs for himself or herself and club personnel.

The AGM assists the General Manager in developing and implementing long-range (strategic) and annual (business) plans, operating reports, forecasts, and budgets. In addition, the AGM has a key role in assisting in the planning of facility improvements, remodeling, construction, and repair, and interacts with applicable club committees and the GM/COO for this purpose.

Other Responsibilities:

- Participates in ongoing facility inspections throughout the club to assure that cleanliness, maintenance, safety and other standards are consistently attained.
- Serves as an *ad hoc* member of appropriate club committees.

- May serve as a departmental manager in that manager's absence.
- Attends management and staff meetings as scheduled.
- Interacts with members answering questions, solving problems, overseeing services and cleanliness and showing the club facilities to visitors.
- Approves all entertainment in consultation with the Special Events Manager and others.
- Serves as a club representative within the community.
- Counsels with other managers and employees about employee grievances and complaints; directs problem correction where possible.
- Monitors labor; evaluates scheduled and actual labor hours and costs.
- Research new products and develops an analysis of their costs and benefits.
- Oversees daily club operations.
- Reviews all accidents and works with Security in completing accident reports.
- Advises General Manager about the development and revision of club by-laws and policies/COOs; consistently enforces all policies.
- Works with Human Resources Department staff to develop long-term staffing needs for the clubhouse department.
- Works with department heads to plan professional development programs for applicable staff.
- Ensures that all legal requirements are consistently followed.
- May perform clubhouse opening and closing duties, including those related to security.
- Recruits for and manages the club's internship program.
- Monitors employee dress codes and member dress codes as applicable.
- Conducts training and other meetings with department staff.
- Completes other appropriate assignments made by the General Manager.

INITIAL PRIORITIES OF THE NEW ASSISTANT GENERAL MANAGER

- Commit to an Immediate emersion into operations
- Take copious notes about observations in all areas of the club, especially team dynamics, facilities, general conditions, and document recommended courses of action to make improvements. Prepare summary reports for the GM/COO to review.
- Meet periodically with the GM/COO to review your observations and recommendations to plan next steps.

CANDIDATE QUALIFICATIONS

A minimum of 6 or more years of progressive leadership/management experience with at least three years as a manager. Substantial private club or hospitality industry experience. Experience working with volunteer committees. Attends conferences, workshops, and meetings (e.g., CMAA's World Conference and Club Business Expo and CMAA chapter meetings) to keep abreast of current information and developments in the field to enhance his or her value and quality of services to the members.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree from a four-year college or university.
- Hospitality Management major preferred.
- Member of Club Managers Association of America (CMAA) and other professional associations.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefit package along with the typical CMAA benefits.

INSTRUCTIONS ON HOW TO APPLY

www.kkandw.com

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your resume or cover letter; that should be used in your LinkedIn Profile.

Preparing a thoughtful letter of interest and alignment with the above noted expectations and requirements is necessary. Your letter should be addressed to Mr. Larry Marx, Interim General Manager, and clearly articulate why you want to be considered for this position at this stage of your career and why Bohemian Club and the Greater San Francisco area will be beneficial to both you and the Club if selected.

You must apply for this role as soon as possible but no later than April 7, 2023. Candidate selections will occur late-April with the first Interviews expected early-May and the second interviews a short time later. The new candidate should assume his/her role in early-June 2023.

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter - Bohemian Club”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Holly Weiss: holly@kkandw.com

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