

**Senior Manager of Film (6130U) - 81508**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=263279>

Downloaded On: Oct. 1, 2025 3:49pm

Posted Oct. 1, 2025, set to expire Jun. 30, 2026

**Job Title** Senior Manager of Film (6130U) - 81508  
**Department** Berkeley Art Museum and Pacific Film Archive  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Oct. 1, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Curatorial/Archival  
Arts/Museum/Theater

**Apply Online Here** <https://apptrkr.com/6609158>

**Apply By Email**

**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in

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1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

One of the nation's leading university museums, the University of California's Berkeley Art Museum and Pacific Film Archive (BAMPFA) is a forum for cultural experiences that transform individuals and advance the local, national, and global discourse on art and film. As the premier visual arts venue at America's top public research university, BAMPFA is uniquely dedicated to art and film in equal measure, presenting more than three hundred film screenings, dozens of public programs, and ten exhibitions annually.

### Position Summary

The Senior Manager of Film plays a central role in the successful planning, administration, and execution of BAMPFA's year-round film program. This position oversees operations of the Barbro Osher Theater and Theater 2, supervising staff who coordinate the smooth presentation of digital and archival film screenings, rehearsals, external rentals, and public programs. The Senior Manager provides leadership for a diverse team of professional staff, student employees, and technical specialists, balancing artistic, operational, and administrative needs to maintain BAMPFA's high standards of excellence in film exhibition. This position plays a critical role in cross-departmental collaboration especially with the Operations and Visitor Experience units. Working closely with internal and external stakeholders, the Senior Manager ensures that all film-related activities are well coordinated, fiscally responsible, and aligned with BAMPFA's mission. The Senior Manager of Film helps to make BAMPFA a more welcoming place for all audiences. Provides direct supervision to professional and skilled technical employees. Supervises staff to assure accountability and stewardship of campus and BAMPFA Resources in compliance with departmental goals and objectives.

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## **Application Review Date**

The First Review Date for this job is: 10/13/2025.

## **Responsibilities**

### **Management & Leadership**

- Provides leadership and direction for professional staff, student employees, and technical specialists, fostering a collaborative and high-performing work environment.
- Recruits, trains, schedules, and evaluates staff; addresses workflow, personnel, and performance issues in accordance with university policies and collective bargaining agreements.
- Conducts regular performance reviews and takes appropriate corrective action when necessary.

### **Supervision**

- Directly supervises the Film Coordinator, senior projectionists, theater managers, and usher team.
- Oversees hiring, training, scheduling, and performance management for all theater operations staff.
- Develops and maintains efficient staffing schedules across BAMPFA's theaters to support year-round programming, rehearsals, and external rentals.
- Ensures all theater staff have proper first aid and emergency training in case of medical emergencies, evacuations, and disruptions.
- Organizes and leads project management of the film team with Asana.

### **Administration & Fiscal Oversight:**

- Administers budgets for assigned program areas, ensuring financial accountability and adherence to institutional policies.
- Approves and processes film rental invoices, distributor reports, and guest honoraria in coordination with the Business Office and with the assistance of the Film Coordinator.
- Monitors program expenses and ensures the accuracy of all financial transactions related to film exhibitions and events.

### **Operational Coordination**

- Oversees the readiness and maintenance of the Barbro Osher Theater and Theater 2, ensuring technical excellence and a positive visitor experience.
- Coordinates scheduling for rehearsals and other theater uses.

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- Collaborates with Operations, Visitor Experience, and Marketing to ensure smooth day-to-day functioning for special events and regular film programs.
- Serves as an indispensable voice on cross-departmental internal working groups such as the Logistics Monthly meetings, TNew Working Group meetings, Asana Implementation Lead meetings, Disability Access Team meetings, etc.

**Campus & Community Engagement**

- Serves as liaison to UC Berkeley departments, coordinating film attendance for classes and fostering academic integration of film programs set by curatorial staff.
- Cultivates relationships with campus and community partners to expand outreach and engagement opportunities.
- Manages external theater rentals and partnerships, serving as primary point of contact for outside organizations.
- Strategizes and implements new ways of making our film programs and theaters more accessible to all audiences and improving access for visitors and staff with disabilities.

**Development & Grants**

- Provides Development staff with data, reports, and program information to support grant applications, fundraising efforts, and donor stewardship.
- Prepares and submits narratives for grant-funded film programs.
- Contributes to the development of project proposals and grant strategies in support of film programming.

**Institutional Communications**

- Coordinates departmental and publicity meetings to ensure alignment across curatorial, technical, and administrative teams.
- Represents BAMPFA's film exhibition operations in cross-departmental initiatives and institutional planning.

**Required Qualifications**

- Knowledge of principles and practices of staff management, including recruitment, training, scheduling, supervision, performance evaluation, and conflict resolution.
- Knowledge of film exhibition practices, including archival and digital projection standards, theater operations, and audience services.
- Knowledge of technical production processes, including audio/visual systems, projection

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technologies, and rehearsal coordination.

- Skills in leadership and team management across diverse groups of professional staff and student workers.
- Skills in developing efficient workflows and resolving personnel or operational challenges.
- Skills in preparing and monitoring budgets, processing invoices, and ensuring fiscal accountability.
- Skills in coordinating complex schedules across multiple staff groups, theaters, and public programs.
- Skills in organizing and leading production and departmental meetings; producing clear and actionable documentation.
- Skills in maintaining positive working relationships with staff, faculty, vendors, and external partners.
- Skills in written communication, including technical reports, grant narratives, and financial summaries.
- Skills in oral communication, including facilitating meetings, public speaking, and visitor interaction.
- Ability to balance multiple, overlapping priorities in a fast-paced, high-volume exhibition environment.
- Ability to interpret and apply policies, collective bargaining agreements, and institutional procedures consistently and fairly.
- Ability to collaborate effectively with curators, operations, technical staff, and administrators to achieve shared goals.
- Ability to analyze and problem-solve logistical, technical, and personnel issues under time-sensitive conditions.
- Ability to ensure an exceptional visitor experience by maintaining high standards of hospitality and professionalism.
- Ability to cultivate and sustain relationships with campus departments, community organizations, and external partners.
- Ability to use data and attendance metrics to support development, grant reporting, and program evaluation.
- Ability to exercise independent judgment while knowing when to seek input or escalate issues.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- This is an exempt monthly-paid position.

### **How to Apply**

- To apply, please submit your resume and cover letter.

### **Other Information**

- This is not a visa opportunity.
- This position is eligible for up to 20% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

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"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

### **Referral Source Info**

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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**Contact**

N/A

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