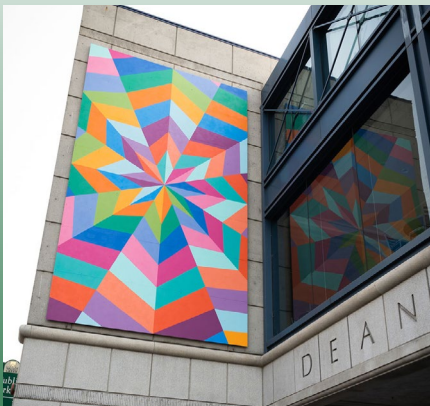




CITY OF
WALNUT
CREEK

ARTS AND RECREATION DIRECTOR

CITY OF WALNUT CREEK





ARTS AND RECREATION DEPARTMENT

The City of Walnut Creek Arts and Recreation Department serves as the vibrant cultural and wellness hub for the community. It oversees a diverse portfolio, including aquatics centers, recreational programs, senior and adaptive services, Boundary Oak Golf Course, and a robust Public Art Program while also managing premier arts facilities such as the Leshner Center for the Arts, Bedford Gallery, Center Repertory Company, and the Center for Community Arts.

With a mission to "impact lives in an inclusive, fun, and innovative environment," the department emphasizes equity and accessibility, offering adaptive programming, transportation options for seniors and individuals with disabilities, and sensory-inclusive initiatives to ensure everyone feels welcome. Through more than 900 annual events and 350,000 annual arts patrons at Leshner, plus thousands of participants in classes, camps, exhibitions, and public-art activations, Walnut Creek Arts + Rec not only fosters artistic appreciation, community connection, and personal growth but also significantly contributes to regional economic vitality.

The Department is organized across seven (7) divisions providing a wide range of services:

- **Arts + Recreation Administration** – department leadership, budget oversight, and community relations
- **Aquatics** – Clarke and Larkey swim centers, swim lessons and classes, recreational and fitness swimming, swim team, swim meets, and private event rentals
- **Bedford Gallery & Public Art** – professional visual art exhibits, traveling exhibition program, public art program, and public art walking tours
- **Boundary Oak Golf Course** – 18-hole championship golf course, pro shop, and Taphouse; driving range and practice area; golf tournaments, lessons, and camps; special event rentals

THE COMMUNITY

The City of Walnut Creek, nestled just 25 miles east of San Francisco, is a scenic urban setting next to Mt. Diablo. Spanning 19.5 square miles, the community's sprawling landscapes, warm weather, upscale dining, posh shopping district, and local winery make Walnut Creek a suburban oasis with an urban flair. With a rare blend of 2,800 acres of open space, a vibrant downtown, and a performing arts center, Walnut Creek offers something for everyone!

Its convenient location and inviting offerings help to make Walnut Creek the economic and entertainment hub of Contra Costa County. Home to a population of over 70,000, its rich history and attractive housing options contribute to Walnut Creek being one of the most desirable cities in the Bay Area. In fact, residents consistently give the city's quality of life positive ratings with open space and the natural environment, public safety responsiveness and overall feeling of safety, and economic vitality being the most influential factors.

With bustling San Francisco to the west, the Napa & Sonoma wine country to the north, and the natural beauty of Mount Diablo State Park to the east, Walnut Creek masters the unique synergy between suburban serenity, an urban vibe, and tranquility of the surrounding nature.

CITY GOVERNMENT

Incorporated in 1914, the City of Walnut Creek operates as a General Law City with a City Council/City Manager form of government. Consisting of five members, the City

Walnut Creek Mission Statement

The City of Walnut Creek, working in partnership with the community, is committed to enhancing our quality of life by promoting:

- A positive environment where people can live, work and play;
- A vibrant local economy to enhance and sustain long-term fiscal stability; and
- A progressive workplace where dedicated employees can make a difference.

Council is elected at-large to four-year staggered terms. Each December, the Council selects the Mayor and Mayor Pro Tem to serve for the next calendar year. Walnut Creek is widely recognized for innovative programs that benefit the community, as well as providing a dynamic, stimulating organizational culture for City employees. The culture is also a testament to the healthy and highly effective working relationship between the City Council and professional staff. Walnut Creek operates with the support of approximately 386 FTE and a FY 2026 General Fund budget of \$106.94 million.

Arts and Recreation Department Vision

To be the leader in providing creative experiences that bring people together.

- **Center for Community Arts** – youth and adult art classes, preschool enrichment classes, camps, workshops, and school outreach programs
- **Lesher Center for the Arts & Center Repertory Company** – music, dance, and theater presentation series, events by arts producers and community groups, Young REP professional training program, and other artistic gatherings, including programs to increase youth and non-traditional audience access to performing arts productions
- **Walnut Creek Recreation** – recreation classes for youth and adults, specialized recreation programs, summer day and sports camps, afterschool sports programs; adult drop-in sports and leagues; Walnut Creek Tennis Center and special event permitting in City parks; facility rentals at Heather Farm Community Center, Civic Park Community Center, Shadelands Art Center, the Oak View Room at the Walnut Creek Library; and sports field, gymnasium, picnic, and sand volleyball court rentals

Supported by a team of 53.75 FTEs and a FY 2026 budget of a little more than \$20 million, the new Director will have the opportunity to contribute to several meaningful initiatives. One of the most exciting is the development of the City's new Aquatics and Community Center at Heather Farm Park. The project has been designed with construction scheduled to commence this summer. The Arts + Recreation Department will play a critical role as the facility nears completion, particularly in areas such as furniture, fixtures, equipment (FFEs), pool systems, and preparing the space for full activation. Once completed, the department will manage and program the new facility to ensure it meets the needs of a diverse and growing community. Additionally, the Director will continue to implement the Lesher Center Strategic Plan, adopted in 2022, which outlines strategies for shifting the Lesher Center from a rentals-focused venue to a nationally recognized leading mid-sized presenter of great art and artists and the home of a dynamic arts education program. Another important focus for the Director will be to review and refresh the department's cost recovery policies.



THE IDEAL CANDIDATE

The ideal candidate for Director of Arts + Recreation is a service-oriented and value-driven leader who exemplifies integrity, empathy, and professionalism in all they do. This individual will champion Walnut Creek's mission and values, ensuring that department programs, partnerships, and priorities reflect the City's ongoing commitment to excellence, inclusion, and community well-being. They will be expected to model the highest standards of public service while cultivating a supportive and purpose-driven organizational culture.

This leader will bring a strong commitment to both the arts and recreation, recognizing the profound impact each has on shaping lives and communities. Whether supporting innovative visual and performing arts programming, overseeing community centers and aquatic facilities, or enhancing access to recreation for all residents, the ideal candidate approaches their work with enthusiasm, creativity, and strategic vision. They will be well-versed in building collaborative partnerships, especially with nonprofit organizations and community-based groups, and will nurture these relationships with transparency, consistency, and mutual respect.

With a geographically dispersed workforce, this leader must be highly visible, engaging regularly with staff and stakeholders across multiple locations. The successful candidate will be someone who leads from the field as well as from the office, checking in with teams, observing programs in action, and actively listening to the needs of employees and the community. An

attentive and responsive leadership style, paired with strong follow-through and adaptability, will be essential, alongside a sincere interest in developing others and cultivating team pride and morale.

High emotional intelligence is a must. The next Director will regularly navigate diverse and sometimes competing priorities and will be expected to make difficult decisions with fairness, care, and a long-term view. They will maintain an inclusive and equitable lens in all aspects of leadership, from internal operations and resource allocation to community programming and partnerships. Team members and stakeholders alike will look to this person for steady leadership, thoughtful judgment, and genuine regard for the people they serve.

Strong verbal and written communication skills are essential, as the candidate selected will regularly engage with elected officials, nonprofit partners, arts and recreation advocates, and the public. Whether speaking at a community event, addressing a commission, or crafting strategic communications for a broad audience, they will represent the City and department with professionalism, clarity, and purpose. Most of all, the ideal candidate will be someone people enjoy working with, who brings positive energy and a collaborative spirit.

The successful candidate will have at least ten (10) years of extensive, progressively responsible experience in the development and administration of arts and recreation programs. A Bachelor's degree in Arts Administration, Fine Arts, Theater, Recreation, or a related field is required. A Master's degree is desirable. Any equivalent combination of experience and education that may provide the knowledge, skills and abilities necessary for successful job performance will be considered.



COMPENSATION & BENEFITS

The City of Walnut Creek offers a competitive salary and excellent benefits. The current salary range goes up to \$289,385. Placement within the range will be DOQ. In addition to salary, the City offers a competitive benefits package that includes but is not limited to:

Retirement: CalPERS 2% @ 60 formula for Classic employees with a 7% employee contribution; 2% @ 62 formula for New Members with an 8% employee contribution. The City does not participate in Social Security.

Medical Plan: Choice of Kaiser or Blue Shield HMO or HDHP health insurance plans (15% employee contribution). Generous in-lieu payment to employees who show proof of health insurance coverage.

Dental and Vision Plans: Family coverage fully paid by the City.

401(a) Money Purchase Plan: City contribution of \$10,000 per year. Mandatory bi-weekly employee contribution of \$361.92.

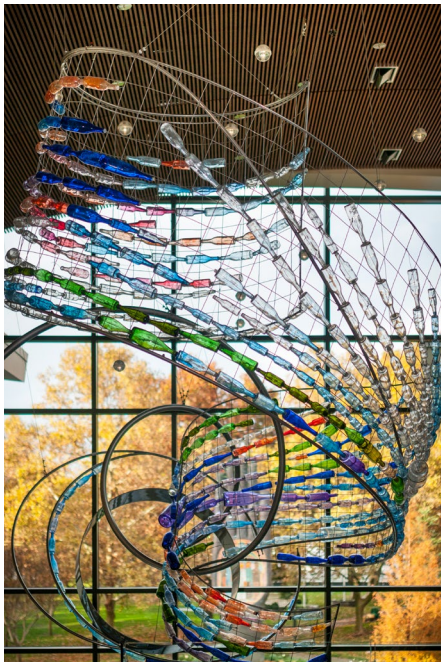
Paid Leave and Holidays: General Leave accrues at the rate of 20 days the first year and progresses to 32 days at twenty-five years of service. Prior years of service in local government may be considered in determining accrual rate. There are 12 paid holidays per year plus one DEIB floating holiday per year and three additional days designated as special paid time off. Directors are granted 96 hours per year in management leave.

Dependent Care and Medical Spending Accounts: Contribution on a voluntary basis.

Life and Disability Insurance: Individual coverage fully paid by the City.

Additional Benefits: Career Development Allowance, Tuition Reimbursement Program, Employee Assistance Plan, Wellness Program, Commute Alternative Leave Program, Monthly Vehicle Allowance, and others.

Remote Work and Flexible Hours: Are available upon request.



APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, August 17, 2025**. To be considered for this opportunity, upload a compelling cover letter, resume and list of six professional references using the “Apply Now” feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly throughout the various stages of the process.



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TERI BLACK & COMPANY, LLC
www.tbcrecruiting.com

Following the closing date, applicants with the most relevant qualifications will be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be expected to participate in panel interviews scheduled in September followed by additional meetings with the City Manager. The City anticipates making an appointment shortly thereafter, following the completion of negotiations and extensive background and reference checks. Please note that references will not be contacted until mutual interest has been established.



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