



Apply to join the Redwood City team as a:

Parks, Recreation & Community Services Manager Arts & Events

\$153,670 - \$184,371 Annually
(\$12,806.19 - \$15,364.70 Monthly)

Open: September 19, 2025

Closes: October 10, 2025, at 11:59 PM

ABOUT THE CITY

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by **excellence, integrity, service, collaboration, inclusion, and innovation**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Parks, Recreation and Community Services Department team that fosters innovation, creativity and collaboration, we hope you'll apply.



City of Redwood City's Core Values



About the role:

The **Parks, Recreation & Community Services Manager – Arts & Events** is responsible for overseeing the City's signature community events, cultural programming, and public art initiatives that celebrate Redwood City's diverse community and vibrant downtown. This position manages the planning, coordination, and production of a wide range of public events including festivals, concerts, cultural celebrations, and arts programming that bring people together and foster community pride. In addition to event management, this role provides critical support to the Director of Parks, Recreation, and Community Services on all **public art initiatives**. The Arts and Events Manager serve as the staff liaison to the **Arts Commission**, manages website content related to the Commission and public art, and leads the implementation and updating of the City's **Public Art Master Plan**. The position also ensures compliance with the **Percent for Art Ordinance**, including public art permit application management, maintaining detailed records of all art in public places (45.070 Section C), and overseeing the recognition and promotion of public art throughout the city. The Arts and Events Manager collaborate closely with the **Economic Development Manager** and works with developers as new commercial projects over 50,000 square feet come on board, ensuring compliance with public art requirements. More broadly, this role involves negotiating, preparing, and managing contracts and agreements with vendors, performers, artists, and community partners, while ensuring compliance with City policies and maintaining strong inter-agency collaboration.

- Questions? Read hiring process [FAQs](#), or reach out via email to ecorona@redwoodcity.org. •

Please review the detailed job description for Parks, Recreation & Community Services Manager [here](#), which includes more information on the essential duties, knowledge, skills and abilities for this position.

Ideal candidate:

The ideal candidate will be a creative, organized, and collaborative professional with experience in managing large-scale community events, arts programming, and public art initiatives. They will bring both vision and attention to detail, balancing the excitement of producing vibrant cultural events with the administrative expertise required to manage contracts, budgets, and ordinance compliance.

This role calls for someone who thrives in dynamic, fast-paced environments and can successfully lead teams while building strong partnerships with artists, nonprofits, cultural organizations, developers, and other City departments. The ideal candidate will also demonstrate confidence in public engagement, including presenting to City Council, the Arts Commission, and community stakeholders.

Experience with public art programs—such as managing compliance with Percent for Art ordinances, maintaining public art records, and updating long-term planning documents like the Public Art Master Plan—is highly valued.

Familiarity with grant funding, sponsorship development, and arts promotion is also an asset.

Most importantly, the ideal candidate is passionate about using arts and culture to strengthen community connections and celebrate the diversity of Redwood City.

What you'll do, at a glance:

As Redwood City's **Arts and Events Manager**, you'll:

- Plan, direct, and oversee the City's community events, festivals, and cultural programs.
- Manage the City's Public Art App
- Manage website content related to the Commission, Public Art and Special Events
- Provide technical, permitting and event related assistance.
- Lead and support staff, contractors, and volunteers to deliver high-quality events and public art initiatives.
- Manage event schedules and supervise event staff.
- Lead marketing and outreach efforts to promote arts and cultural initiatives.
- Manage budgets, contracts, and sponsorships while ensuring compliance with City policies.
- Serve as staff liaison to the **Arts Commission** and Parks and Arts Foundation
- Guide the implementation of the Public Art Master Plan.
- Build strong partnerships with artists, cultural organizations, community groups, and developers on projects that enhance Redwood City's creative landscape.
- Promote and maintain records of public art, and support recognition of the City's cultural assets.
- Collaborate across City departments and with regional partners to ensure safe, inclusive, and well-coordinated events and programs.
- Ensures compliance with safety and environmental standards and regulations related to public events.
- Perform other duties as assigned

Minimum Qualifications:

A combination of experience, training and education that has prepared you to have the knowledge, skills and abilities to succeed in this position. Examples of potential backgrounds may include:

- **Experience:** Three (3) years of increasingly responsible experience the delivery of community services, with two (2) years of supervisory experience .
- Bachelor's degree from an accredited college or university with major course work in social work, behavioral science, social science, public policy, business administration or related field.
- Possession of, or an ability to obtain, a valid California Driver's License

Perks and Benefits:

- **Eligible for merit-based salary increases** – ranging from 4% to 7% at 6 months, and annually thereafter, depending on performance.
- **Pension membership in the [California Public Employees Retirement System \(CalPERS\)](#)**
New members join 2% at age 62; current members join 2% at age 60.
For those unfamiliar with CalPERS:
 - It's the largest retirement pension system in the United States.
 - When you retire, CalPERS pays you a percentage of your salary for the rest of your retirement.
 - Your retirement benefit is based on your retirement age, years of service, highest salary, and other factors.
 - You don't have to stay with one employer for your entire career in order to keep earning towards your pension. The nearly 3,000 employers in California who participate in CalPERS, including a majority of California public agencies, school districts, charter schools, and the State of California.
 - The City does not participate in Social Security
- **Health, Dental & Vision Insurance for you and your family** – Choose from a range of HMO, PPO and EPO options. The City pays 90% of the health insurance premium, up to \$2,461.99 per month in 2025, and 90% of dental and vision premiums.
- **Employee Assistance Program** – Obtain a range of supportive services, including free counseling.
- **Generous Paid Time-Off**
 - Vacation leave – 10 to 25 days per year, depending on years of service
 - Sick leave – 12 days per year
 - Paid holidays – 15 days per year
- **Free Fitness Center Access at City Facilities**
- **Flexible Spending Account (Section 125)** – Use pre-tax dollars to pay for health insurance premiums, dependent care, medical expenses and commuter expenses.
- **Commuter Benefits** – City matches \$100/month on commuter expenses for public transit use.
- **Education Reimbursement** of \$2,000 annually. \$2,000 may be used for courses taken as a part of a degree program. Up to \$1,000 may be used for job-related professional development classes outside of a degree program.
- **Deferred Compensation (457)** – The City contributes 2% of your salary to a deferred compensation plan.
- **Life Insurance** – Policies available equal to one and one-half times the employee's annual salary, at a 60/40 premium split between the City and employee respectively.
- **Long Term Disability Insurance** – The City pays the full cost of the basic rate, up to a \$3,000 maximum monthly benefit. A buy-up option paid by the employee is available, for a total maximum monthly benefit of \$6,000.

The Fine Print

- Those who best meet the qualifications and requirements for the position will be invited to participate in the selection process.
- Oral board interviews will be conducted in person on Wednesday, October 29, 2025.
- Prior to appointment, candidates will be required to pass a background check (at no cost) including criminal history, DMV, a DOJ fingerprint check, and reference check. Reference checks will be conducted in close coordination with the candidate.
- Candidates with a disability which may require special assistance in any phase of the application or selection process should advise HR prior to or upon submittal of application by contacting Erica Corona at ecorona@redwoodcity.org.
- Provisions in this document may be modified or revoked without notice.
- Redwood City is proud to be an Equal Opportunity Employer.

Supplemental Questions

The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills. Applications without answers will not be considered complete. There is not a strict minimum or maximum word count, and we encourage you to submit thoughtful and complete responses. As a rough guide with regard to maximum length, we anticipate that candidates should easily be able to answer all three questions without going beyond a combined total of 1,400 words.

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1. **Describe the professional experience, education, training, knowledge, skills, or abilities that have prepared you for the Arts and Events Manager position.** Please highlight your background in event management, arts administration, or public art programs, and include details such as team size, scope of work, and key accomplishments.
2. **Describe a time when you led or participated in a cross-organization events project.** What was your role in the collaboration? How did you handle challenges related to planning, logistics, or coordination with multiple partners, and what was the outcome?
3. **Share an experience where you led a team through a significant challenge or change related to an event.** How did you support your team through the process, and what did you learn from the experience?

Interested in joining the Redwood City team?

Submit your application via www.CalOpps.org by October 10, 2025