



Career Opportunities

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Manager of Recreation, Arts & Culture

📅 Posted 26-Mar-2025 (PST) | 📍 Recreation | 💰 \$ 113843-133933 per year | 🕒 Full-time Permanent | ⚙️ Exempt

🏡 *Attractive benefits and pension package. Opportunities for career development, including financial support for professional development. A diverse, inclusive and supportive workplace. Wellness incentives, TOIL, Flexible work environments, and Federal and BC statutory holidays.*

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership, and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the full-time permanent position of **Manager of Recreation, Arts & Culture** in our Recreation & Culture Services Department.

Reporting to the General Manager of Community Services, the **Manager of Recreation, Arts & Culture** is responsible for the operation and efficiency of the Recreation & Culture Services Department. The Manager exercises considerable judgment and independence in providing leadership and support to the Department and community based on corporate and department strategic plans. The Department comprises multiple facilities and service areas including the Penticton Community Centre, Cleland Community Theatre, Penticton Museum & Archives, Sportsplex, and McLaren Arena, providing aquatics services, community programs throughout various locations, indoor and outdoor facility rentals, event support, public art, and museum and archival services.

Key Responsibilities:

- Provides strategic leadership in the areas of recreation and culture programs and services.
- Role models effective public participation and relationship building with community stakeholders.
- Develops and recommends policies, procedures and bylaws deemed advisable for the effective operation of recreation and culture services.
- Provides professional and expert advice to staff, Committees and Council on recreation and culture related issues, initiatives, programs and policies.
- Establishes and maintains communication with a variety of associations, organizations, groups and individuals in support of recreation, art and culture services for the community.
- Oversees personnel management which could include determining workforce needs, recruitment, coaching, performance planning, training, change management, discipline and termination.
- Prepares and manages operating budgets and provides input for financial planning and analysis for the department.
- Leads or participates in the development of plans for changes to City parks, recreation and culture services and facilities.
- Actively participates in the development and delivery of strategic plans, policies and procedures for the department and reporting on progress.
- Leads and supports staff in areas of collaboration with external stakeholders such as community groups and local community centre associations.
- Provides leadership support for organizational initiatives as required.
- Responsible for the direct management of the Cleland Community Theatre.
- Responsible for the implementation of the Public Sculpture Program.
- Assigned as the key contact for the Penticton Library, maintaining communication, support and accountability for services.
- Assigned as the recreation software (PerfectMind) power user; responsible for the continued development of the software implementation, providing support to all users and maintaining communication with the software provider.

Required Knowledge, Abilities & Skills:

- The successful candidate is a progressive, strategic and innovative leader with a strong combination of operational management, staff and budget management experience and the ability to maintain and enhance service offerings and business outcomes.
- Demonstrated experience in the development and/or effective management of public policies, customer service initiatives, and/or business process improvements.
- Considerable experience with the creation and presentation of public information (formal/informal reports, other publications) as well as engagement involving a diverse range of stakeholders.
- A track record of achieving measurable results driving forward multiple initiatives to deadlines.
- Demonstrated leadership, performance management, and team-building skills.
- Strong interpersonal and customer service skills, combined with excellent verbal and written skills, and the ability to liaise effectively with the public, elected officials and outside agencies.
- Experience in community development initiatives, and establishing programs for various populations and developing unique community outcomes is an asset.
- Proficiency in computer software applications.
- Excellent critical thinking and decision-making skills.
- Strong problem solving skills and the ability to exercise sound judgment and mediate conflict situation.

Education, Training & Experience:

- Recognized post-secondary degree in Recreation, Sports Administration Management or equivalent.
- Considerable recreation management experience gained through seven (7) to ten (10) years of progressively more responsible roles within recreation or a related field.
- Ability to obtain and maintain a satisfactory Police Information Check, Vulnerable Sector.
- Valid BC Driver's Licence, minimum Class 5.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better. That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing world to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **April 9, 2025**.

If you require any accommodations during the recruitment process, please contact us at HR@penticton.ca, we'd be happy to hear from you!

The noted compensation range is the span between the minimum and maximum salary for a position. In the normal course, employees will be hired, transferred or promoted between the minimum and the maximum of the salary range for a job with consideration given to internal equity.