

LIBRARY
Programs Coordinator – Library Assistant

DEFINITION

Duties include: hosting in-person and virtual programs, booking presenters, public speaking, and maintaining clear lines of communication with presenters, library staff, and the public. Conducting advertising and outreach to publicize library programs via newsletters, press releases, and social media. Coordination of program room booking as well as setting up meeting space and AV equipment or online meeting software for programming. Assisting with the development of promotional literature, and working at the circulation desk as needed.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Develop, coordinate, publicize, and produce 200+ adult programs yearly. Promotes library functions and programming through various means, including print and online newsletters, press releases, targeted emails, fliers, and social media tools.
- Manage and maintain library web page calendar events in coordination with Reference Librarian.
- Experience with Zoom, Google Meet, and other online meeting tools and programming tools. Digitally record, edit, and publish selected library programming when applicable.
- Provide setup and breakdown services for library programs, including tables, chairs, and A/V equipment.
- Maintain contact with speakers and performers to ascertain room setup needs.
- Develop and maintain partnerships/relationships with area museums, town governments, businesses, art agencies, non-profit groups, and schools to provide a broad range of programs.
- Manage Public Performance Rights requests.
- Write copy and plan for promotional material for all events.
- Participate in all library events to ensure all programs run smoothly and appropriately.
- Provide overall supervision to event volunteers including their selection, training and development, performance assessment, and work priorities.
- Keep calendar and maintains statistics for all programs. Prepare all event information for monthly newsletter publication.
- Prepare and administer an operating budget, as well as identify potential funding sources, including the preparation and administration of grants received.
- Serve on the library's Art Committee, which selects community artists to display work in the library's Program Room.
- Maintain bulletin boards and marketing displays.

- Perform circulation desk duties as needed, including check in/check out of library materials, provide assistance in finding materials both in person and over the phone, registering new borrowers, providing technological assistance and readers' advisory services, and participating in the library's opening and closing procedures.
- This job requires evening and weekend hours, including some hours outside of posted library hours.
- Performs a variety of related duties.

SUPERVISION RECEIVED

Under the supervision of and in consultation with the Library Director, the employee carries out the duties of program coordinator independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions. Additionally, when performing circulation duties, the employee will be directly supervised by the Circulation Supervisor.

The employee consults with the Library Director when clarification is needed. The employee will independently maintain an up-to-date skill set related to library technology and recommend appropriate equipment and technological updates as needed.

ACCOUNTABILITY

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

JUDGMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

NATURE AND PURPOSE OF CONTACTS

The position has constant interaction with co-workers, the general public, groups and/or individuals such as civic leaders, peers from other organizations, guest speakers, representatives

of professional organizations, and the news media. Relationships with co-workers and the general public involves problem solving skills and more than ordinary courtesy, tact and diplomacy when dealing with the public and coworkers.

Work schedule will require flexibility as the position, by its very nature, requires attendance at evening and weekend events.

CONFIDENTIALITY

Incumbent has access at the departmental level to a variety of sensitive and confidential information.

EDUCATION AND EXPERIENCE

Bachelor's Degree or equivalent required, a strong arts background preferred; one- (1) year's prior relevant work experience; or any equivalent combination of education or work experience, including the skills listed below.

KNOWLEDGE, ABILITY, AND SKILLS

Working knowledge public library operations; functions and services; public relations practices; presenting materials; designing and writing promotional materials and press releases; event and program planning.

Proficiency using online databases, scheduling software, MS Office suite, and other computer-based presentation tools, and a demonstrated ability in graphic design and writing skills. A demonstrated history of using social media tools, particularly for marketing. Excellent written and oral communication skills. Ability to work collaboratively with other members of the library staff. Strong organizational and time management skills. Detail-oriented approach to work tasks. Demonstrated skill in negotiating with publishers and agents in acquiring authors, musicians and other talent for programs. Ability and desire to work with the public. **Knowledge of philosophy and functions of a public library and ability to project a positive image of the library via adult programming, with a strong background in the arts.**

WORK ENVIRONMENT

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, libraries or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, walking and stooping. The employee is frequently required to arrange meeting room furniture for programs, including lifting chairs overhead and lifting and moving tables. May be required to lift objects such as files, boxes, library materials equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the requires motor skills for activities such as moving library materials, using office equipment, including but not limited to telephones, personal computers, and other equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.