

Adult Programming Coordinator

Carpenter-Carse Library

Position Description:

The Adult Programming Coordinator is primarily responsible for planning, marketing, conducting, and facilitating programs for adults under the sponsorship of the library.

The Coordinator reports to and is supervised by the Library Director with support of the Assistant Director.

Minimum Qualifications:

- College degree preferred.
- Library and programming experience preferred.
- Public service experience strongly preferred.
- Must successfully pass a background check.

This position is part-time, 10 hours per week, and by its nature will include evening and weekend work.

Responsibilities:

- In consultation with the Library Director, make a tentative 12-month plan for upcoming programs, with specific dates and details to be added later.
- Research, make contact, and negotiate with potential program presenters and performers.
- Maintain ongoing programs while introducing new events in response to patron and community interests/demand.
- Schedule adult programs in the Community Room in consultation with the Youth Services Librarian and Room Coordinator.
- Grow collaborative relationships with community groups, arts organizations and professional library groups.
- Employ various strategies and methods to market programs to a broad audience, including but not limited to:
 - Submitting marketing materials to media outlets, including creating camera ready ads, writing press releases, and maintaining press contacts.
 - Preparing in-house publicity and uploading events onto online events calendar or newsletter.
 - Posting photos and information about programs on the Library's Facebook page.
 - Preparing displays, posters, bookmarks to support program topics
- Assess programs by keeping a record of attendance and providing a monthly statistical report to the Director.
- Maintain adult programming budget, keeping a record of all expenditures; seek grants and other sources of funding for programs.
- Set up and clean-up program space, assist presenter(s), and ensure that both the presenter and attendees have a positive experience.

- Attend continuing education workshops as directed.
- Maintain currency of knowledge of library and programming trends.
- Additional duties as required by the Library Director.

Required Knowledge, Skills and Abilities:

The coordinator must be able to:

- Establish and maintain a positive working relationship with a diverse community of patrons and library staff.
- Communicate effectively in both oral and written form with patrons and staff and have good public speaking abilities.
- Engage community partners, patrons and staff in the promotion of library programs.
- Exhibit flexibility and a willingness to work in a dynamic and changing environment.
- Work a flexible schedule that includes day, night and weekend hours, and allows for some interaction with other staff.
- Learn and adapt to new and changing technologies.
- Have a working knowledge of Microsoft Office products (or their equivalent).
- Be comfortable utilizing the Internet and online tools.