Boyle County Public Library Adult Programming Coordinator

General Description

The Boyle County Public Library is looking for a creative and motivated person to act as Adult Programming Coordinator. This person will plan and implement programs that support existing library services, further the library’s long-range goals, respond to stated needs from library patrons, and enhance the Library’s partnership activities with other community agencies, all aimed at an adult audience. This person will work collaboratively with all staff members, particularly the Education Outreach Coordinator and the PR Coordinator. This person, in consultation with other library staff, will seek to offer programs, exhibits and events that complement the services/programs offered in other areas of the library including children and ‘Tweens, local history, local collections, current events, and scheduled classes.

Job Duties (illustrative of daily duties and not intended to be an exhaustive listing)

Candidate will plan, coordinate, and implement a regular schedule of adult programs and events, both ongoing (as series or sequenced programs) and special or one-time events; research, make contact with, and negotiate with potential program presenters and performers, focusing on programs that link to the educational, informational, and public service goals of the library; speak to community groups and give presentations about the library and its services as needed; provide needed information to PR Coordinator for marketing plans; maintain budget records; keep statistics; compile evaluations for programs, events, and exhibits; work days, evenings, weekends as needed in support of programs and events including set up and clean up of meeting rooms (furniture arrangement, AV equipment, food and beverages); work with performers/presenters to ensure their requirements are provided for.

Education/Training

Undergraduate degree in related discipline and at least 3 years progressively more responsible related work; OR Undergraduate degree with 5 years of relevant experience in planning and presenting programs in a public setting; OR Master’s Degree and 2 years relevant experience.

Compensation

This is a full time position (40 hours) at $11.58 per hour. Benefits include health and vision insurance; vacation/holiday/personal leave; retirement after one year of employment; optional dental and flexible spending plan for medical expenses.

Additional Expectations

Candidate must possess knowledge of library principles and practices; an awareness of current social and cultural topics and trends; a broad knowledge of and appreciation of visual and performing arts; a demonstrated ability to establish, plan and present public programs; the ability to respond to public requests and community needs; the ability to manage multiple projects at one time.
Candidate must have an awareness of existing community resources and anticipate community needs and interests; must be creative in the ability to define problems and issues that affect people and offer library programs that address those issues; must have excellent written and oral communication skills and competence in Office applications, Internet searching, and social networking applications.

Candidate must exhibit excellent public relations skills and exhibit a strong service orientation, thoroughness, initiative, sound judgment, and integrity.

The schedule for this position is variable and requires day, night, and weekend hours dependent upon the events scheduled each week.

Candidate must possess a valid driver’s license to fulfill job responsibilities. Candidate must pass a background check.

Ability to lift, push, pull and carry weight up to 50 pounds by hand or with appropriate equipment; ability to reach, bend, kneel and crouch in order to work with library collections and equipment.

To Apply

Send cover letter, resume, and references to jobs@boylepublib.org by January 11, 2015.