



Job Title: Adult Programmer

Reports to: Adult Services Manager

Job Description: Under the direction of the Adult Services Manager, the Adult Programmer is responsible for the planning and implementing of high-quality Library programming and events for adults, and is a member of the Programming Team supporting all programming across the library, including those outside the library walls. Programming is a key component of library community engagement, and as such requires someone who is passionate about the library and the community.

Responsibilities include, but are not limited to:

- Initiate, plan and implement diverse, quality programs for adults of all ages and abilities
- Represent the Library at community programs, festivals and events, and actively promote Library services, materials, and programs to the public
- Develop relationships with community members and partners for the purpose of cultivating creative, mutually beneficial partnerships
- Work with a variety of community partners, vendors, presenters, and performers to provide programs representing a broadly diverse range of offerings reflective of the community.
- Communicate and execute the logistics of programming to include: preparation of materials and spaces, gathering advance publicity information, meeting room reservation and setup, AV requirements, and “day of” hospitality and support for outside partners
- Provide skills, expertise and assistance to other Library departments in support of overall Library programming and events
- Provide individual or small group programming to include one-on-one technical and computer support to patrons as well as other curated programming for small groups inside and outside the library building
- Work with the Friends of the Library to provide staff support to their programming efforts as needed
- Work closely with your supervisor to ensure that Library programming reflects and serves the mission, vision, and strategic goals of the Library
- Communicate and interact in a professional and congenial manner with a diverse patron community and Library staff
- Create documents, input data, keep and report statistics as required and in a timely manner
- Work with and supervise interns and volunteers

**Additional information:** Full time position (40 hours weekly); requires flexible day, evening, and weekend hours; requires ability to communicate in a courteous and effective manner with a diverse group of staff and patrons; requires ability to work in a changeable, busy, indoor/outdoor environment; requires ability to respond dependably and quickly to unforeseen problems and issues that may affect people and program implementation; requires ability to reach, bend, and kneel; requires ability to lift 20 pounds and push carts loaded with books or equipment; demonstrated administrative and organizational skills required; requires familiarity with the Google Suite, Word, Excel, Canva, Internet searching, and social media. Valid Kentucky Driver's License and ability to drive is required.

**Qualifications** (Education, Skills, Training): Enrollment in or completion of undergraduate degree preferred; customer service experience required; excellent written and verbal communication skills; high degree of comfort in public speaking and interacting with a diverse group of people; must acquire and maintain State of Kentucky Library Certification; working knowledge of library principles and practices preferred. Exceptional interpersonal skills and professionalism required. Requires completion of a successful background check.

**Benefits and Salary:** \$17.49 per hour. Benefits include Health insurance; Personal Leave and Holiday Leave; Life insurance; TIAA-CREF retirement plan (enhanced match by Library) after one year of employment; Optional insurances (paid for through employee payroll deduction) include Dental, Vision, Long-Term Disability, and Accident/Critical Illness; Additional Supplemental Retirement plan option (unmatched by Library); Optional Flexible Spending Plan for unreimbursed medical expenses.

**How to apply:** Please submit resume, cover letter, and 3 references to [jobs@boylepublib.org](mailto:jobs@boylepublib.org) by midnight on Sunday, May 19, 2024. Please enter "Adult Programmer" in the subject line.

*The Boyle County Public Library is an equal opportunity employer and is committed to creating an inclusive environment for all employees.*

8/2022, 4/2023, 4/2024