

HPL Studios Audio Production & Engagement Manager

Responsible for the development, management and leveraging of technologies and spaces for community use for content creation, design, play, learning, and problem solving. The **HPL Studios Audio Production & Engagement Manager** works to leverage HPL Studios audio production resources to create a media/digital literacy and career pipeline for adults and opportunity youth, while also supporting production of audio projects for HPL and as a social enterprise revenue source to provide services to outside entities. The Audio Production and Engagement Manager will also serve as the liaison between HPL and HPATV. Responsibilities include:

Program and Engagement

- Partner across departments and program areas to guide the use of and learning through digital media tools.
- Develop new and maintain existing partnerships based on community needs, and for the purpose of building media/digital literacy and content creation opportunities.
- Develop online teaching and learning delivery opportunities including but not limited to introducing digital and audio production tools and software to content creators, job seekers, lifelong learners, educators, and students.
- Work collaboratively with HPL Studios Production Manager to purchase, monitor, document and deploy technology, while leading the development of programming, platforms, and space to enable users to generate their own content.
- Contribute to the collaborative development and implementation of the organization's digital literacy vision with future capital and social enterprise projects.
- Ensure HPL's suite of digital tools are accessible to community members. Recommend and oversee policies and procedures regarding public access and training/support for use of HPL Studio resources.

Audio Production Engagement and Training

- Collaborate with the HPL Studios Production Manager to develop HPL cinematic productions and other creative studio projects.
- Collaborate with Production Manager and team for events that require video and audio recording.
- Support the audio-visual, sound, and curricular needs of various departments, partners, and customers. Some of these services may be offered as a revenue generating service.
- Responsible for overseeing and scheduling jobs related to audio and media post-production services.
- Other projects as assigned.

Administrative/Reporting/Space Management

- Tracking progression of media literacy community outreach and engagement that requires collaboration and cooperation of others from planning to implementation.
- Prepares and submits reports and statistics as required.
- Regular reporting and status updates for all special projects including tracking, scheduling and monitoring deliverables.
- Professional development related to community organizing, human-centered and design thinking principles and practices to ensure accessibility and community impact of programs, facilities and services, and media production.
- Assist CXO in developing, conducting, and assessing evaluations and customer/community feedback tools on systemwide digital literacy community engagement.
- Day-to-day liaison between HPL and HPATV,
- Creates and develops necessary policies and procedures to improve the production department's ability to support the studio and organization.
- Management of Media Literacy budget
- Assist with development of grant proposals.
- Other duties as assigned.

Education and Experience/Qualifications

Required

- Bachelor's degree
- Advanced knowledge and demonstrated experience with audio mixing, sound reinforcement, video production.
- Strong understanding and depth of knowledge of Pro Tools and other multimedia production tools
- Familiarity with a variety of media applications such as Adobe Suite and Final Cut Pro
- Ability to work independently and to exercise independent judgment in the implementation of organizational initiatives.
- Ability to effectively adapt to and integrate new technologies.
- Willing to work a varied schedule that includes evening and weekend hours.
- Ability to travel throughout the City of Hartford and State of CT to varied locations and sites. Conference or other training or work assignments outside of CT may be required.
- Experience in developing community-based programs to facilitate intentional inclusion of communities with significant need for access to production and content creation programs and resources.
- Minimum of 1-year related experience with progressive supervisory experience
- Strong commitment to consistent excellent customer service to a diverse population in an urban environment
- Ability to work independently and in a team environment.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Additional education may substitute for required experience and additional related experience may substitute for required education.
- Problem solver with creative and innovative approach and ability to think out of the box.
- Ability to scope and develop proposals (scope and costs) in response to requests for project support from potential customers/clients.

Preferred

- Master's degree in related field
- Second Language other than English
- Three years demonstrated success as an audio/sound engineer
- Thorough knowledge of the principles, practices, and techniques of modern library operations
- Three years of related experience, with some supervisory or lead experience preferred.

What we offer employees:

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, Pharmacy benefits
- Life Insurance
- Long Term Disability Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the staff-led DEI Road Map

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life. We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning
- Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **HPL Studios Audio Production & Engagement Manager** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommend and encourages all newly hired employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, they are not required at this time.

Hiring Range: \$49,956.40 – 55,214.90

Hartford Public Library is an Equal Opportunity Employer.