

Programming and Events Manager

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. www.hplct.org.

The **Programming and Events Manager** will oversee all aspects of public library programming including planning, implementation, and logistics. The Programming and Events Manager will develop and implement all aspects of adult programming, including arts and cultural, literary, and general interest. This position will develop and promote excellent internal and external relationship with the goal of increasing program attendance and overall customer satisfaction. Responsible for developing a dynamic menu of adult programs and events, working cooperatively across the city and library departments.

Programming and Collaboration

- Leads coordination with HPL departments and other community stakeholders in the implementation of design, development and execution of new and innovative adult programs and exhibitions in all library locations; evaluates successfulness
- Manages internal communications and workflows necessary for execution of programs and events
- Oversees maintenance of online calendar and the scheduling of program and meeting rooms for both in-house and outside groups
- Oversees coordinated event logistics with Facility Services, Information Technology staff and Communications

Public Service and Supervision

- Supervises assigned employees
- Manages workflows for assigned areas of service
- May be required to serve as the Manager in Charge as needed
- Works with staff on goals and individual performance
- Maintains open communication with all staff
- Creates and fosters inter-departmental relationships to leverage resources and talent across the system

Partnerships & Outreach

- Provides outreach to local community organizations and works with them to bring programming into the library
- Serves as liaison to assigned schools under the Boundless partnership with Hartford Public Schools
- Participates in community activities and meetings

Reporting and Fiscal Management

- Responsible for developing and maintaining budget for all Adult Programming initiatives and events, including grants
- Develops and delivers reports and presentations to senior HPL management as needed
- Analyzes program statistics
- Seeks, identifies and prepares grant applications for funding sources that support programs aligned with library initiatives and objective

Qualifications

Required

- Bachelor's Degree in a related field of study is required
- Minimum of one-year supervisory experience required
- 3 years of experience in event planning, program coordination, and/or hospitality
- Proficiency with MS Office suite
- 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

Preferred

- Second Language
- Master's in Library Science
- Experience working in a public library

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Programming and Events Manager** in the subject line of your email.

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library's vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

Hiring Range: \$51,373.14 to \$58,712.16 DOE

Hartford Public Library is an Equal Opportunity Employer.