



Public Programming Assistant

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.

Under the direction of the Programming & Events Manager, the **Public Programming Assistant** is responsible for assisting with all aspects of space rental, event planning, room reservation requests. This includes but is not limited to scheduling programs for both the Downtown Library and branch library locations, assisting with maintaining program calendar, reporting, accounting, and logistics for use by internal and external customers. This position ensures the highest level of service is provided by staff to all Hartford Public Library customers.

Program Support and Planning

- Assists with the creation, planning, and execution of system-wide adult, cultural, civic and general interest programs
- Assists with completing necessary paperwork and administrative tasks to support programming, and other initiatives as needed
- Ensures all programs align with HPL's mission and strategic goals

Communication

- Manages internal communications and workflows necessary for execution of programs and events such as work orders, activity reports, and statistical reports
- Responsible for maintaining the library's online events calendar, and working with Communications staff and other HPL departments to promote programs

Community Room Usage

- Assists with operating system-wide room reservation system for HPL staff and the public
- Schedules site visits with prospective customers, schedules appropriate staff support (IT, AV, maintenance, etc.) for customer events, completes all necessary paperwork for room rentals, and provides AV support for customer events
- Ensures all equipment, materials and supplies are ordered to meet required inventories

QUALIFICATIONS:

Required:

- Associate's degree required
- A minimum of one-year administrative experience working in an Administrative Assistant or Coordinator function; with strong organizational skills, communication skills and ability to manage several tasks or requests simultaneously
- Ability to be professional and exceptional with time management
- A minimum of one year of previous experience in event planning and logistics is required
- A minimum of one year of customer service experience is required
- Ability to participate in community activities and maintains contacts with local officials, organizations and library customers in order to interpret the services and objectives of the library
- Maintains current knowledge in public programming and technology principles and practices
- Keeps informed of current trends, improved programs and processes to better meet the needs of the community

Preferred

- Previous library experience is desirable
- Bachelor's degree preferred

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Public Programming Assistant** 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: \$ 36,625.36 - \$42,175 .38/Annually

Hartford Public Library is an Equal Opportunity Employer.