



## **YOUmedia Mentor**

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](http://www.hplct.org).

The **YOUmedia Mentor** will be part of the team at YOUmedia Hartford, a digital learning center for teens. The YOUmedia Mentor is an instructor, artist, and technologist who guides youth as they explore digital media and library resources. This position will assist with the implementation and use of various technologies and is also responsible for trouble-shooting technological difficulties and the set-up for YOUmedia events. This position ensures the highest level of service is provided by staff to all customers.

Responsibilities include:

### **ESSENTIAL FUNCTIONS:**

- Plan, design, write, schedule and lead workshops and project groups in the arts and/or digital media using music production, video production, graphic arts, photography, fashion design, game design, and Makerspace activities
- Assist with implementing program offerings with visiting artists and mentors
- Arrange showcases of student work online and in the YOUmedia center
- Keep informed of emerging technologies, current trends, improved programs and processes to better meet the needs of the community
- Manage and maintain supplies in YOUmedia work areas

### **QUALIFICATIONS**

- Bachelor's Degree required. Instructional technology, web or graphic design, music production, or a related discipline preferred
- Experience working with teens is required, including a demonstrated sensitivity and commitment to the needs of teens
- Minimum one year of experience teaching digital media is required
- Minimum one year of professional career experience in a related technological field required
- Proficiency in technologies such as music production, video production, graphic design, photography, game design, fashion design, and/or Makerspace activities. Proficiencies in more than one discipline is strongly preferred
- Experience using social media technology (i.e. Facebook, Twitter, YouTube, etc.) is required

- Required proficiency in Microsoft Office suite of products
- Access to reliable transportation is required

#### **OTHER REQUIREMENTS**

- Experience in arts areas such as spoken work, rap, musical composition, painting, sculpture, collage, animation, cinema, theater, creative writing, and/or other areas preferred
- Previous library experience is strongly preferred
- Experience in designing course curriculum within a technology setting is preferred
- Ability to prioritize and complete multiple tasks, and meet program deadlines
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, etc.
- Solid written and verbal communication, listening, organization and priority setting skills
- Ability to provide welcoming and effective customer service

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **YOUmedia Mentor** 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.

**Appointment Rate:** \$19.96

Hartford Public Library is an Equal Opportunity Employer.