

**Cultural Affairs and Public Programming Assistant (part-time): Hartford Public Library** seeks creative and flexible individual for Cultural Affairs and Public Programming.

Responsibilities: responsible for assisting with all aspects of space rental and room reservation requests. This includes the responsibility for scheduling, accounting, and logistics for all use by internal and external customers.

**Minimum requirements:** Bachelors Degree or equivalent experience required. Full requirements, job description and application are available online at <http://hplct.org/about/job-openings> or Administrative Office, Hartford Public Library, 500 Main Street, Hartford, CT 06103. A fully completed, signed application is required in order to be considered for this position. **Position open until filled.**

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug Testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness and the position for which you apply. **E.O.E.**