

Hartford Public Library

Cultural Affairs and Public Programming Assistant G-IV Bargaining Unit

Reporting to the Programming and Events Manager, the Cultural Affairs and Public Programming (CAPP) Assistant is responsible for assisting with all aspects of space rental, event planning and room reservation requests. This includes the responsibility for scheduling, accounting, and logistics for all use by internal and external customers.

DUTIES AND RESPONSIBILITIES

PUBLIC SERVICE

- Collaborates and supports Library departments in planning and participation in events and programs in line with the Library's mission and strategic goals.
- Responsible for the scheduling of program and meeting rooms for both in-house and outside groups.
- Produce promotional materials related to library programming.
- Responsible for maintaining the Library's online events calendar.
- Schedules site visits by prospective clients; schedules appropriate staff support for library and corporate events.
- Manages internal communications necessary for execution of events such as work orders, activity reports, and statistical reports.
- Performs other duties as required and assigned.

ADMINISTRATIVE

- Prepares statistical reports as requested monthly and annually.
- Maintains an inventory of supplies and prepares a supply request at regular intervals.

PROFESSIONAL

- Maintains current knowledge in public programming and technology principals and practices
- Reads professional journals regularly.

POSITION QUALIFICATIONS

- Bachelors Degree.
- Previous experience in event planning and logistics.
- Customer experience required.
- Previous Library experience highly desirable.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Strong commitment to working within a team management structure.

- Strong commitment to public service.
- Strong communication and public relations skills.
- Strong computer skills with expertise in word-processing, spreadsheet and database programs.
- Valid Connecticut driver's license or ability to obtain upon employment.

OTHER SKILLS, ABILITIES, AND KNOWLEDGE

- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative professional with strong service orientation
- Ability to work well as a team leader and team member as well as ability to work independently
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to attend meetings and conferences as required by the Library or as dictated by professional commitment
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends
- Language Skills
 - Ability to express ideas clearly and concisely, both orally and in writing.
 - Ability to effectively present information to other employees of the organization and the public
- Mathematical Skills
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
 - Ability to apply common sense understanding to carry out written and oral instructions.

PHYSICAL DEMANDS

- Ability to work a varied schedule, including evenings and weekends
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds