

**Public Programming Assistant**

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 (HPL) 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. And ensures all equipment, materials and supplies are ordered to meet required inventories.

Other duties as assigned.

**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 participates 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](mailto:hpljobs@hplct.org) and reference **Public Programming Assistant** in the subject line of your email.

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