

PROGRAMMING AND EVENTS COORDINATOR: Hartford Public Library

seeks responsible for implementing all aspects of space rental and room reservation requests, including the responsibility for scheduling, accounting, and logistics for all use by the public. The incumbent will oversee all aspects of public library programming including planning, implementation, and logistics. Working with the Public Services Director, the incumbent will assist in the development and implementation of all aspects of adult programming, including arts and cultural, literary, and general interest. Will also assist in developing and promoting relationships that will help to increase program appeal, attendance and overall customer satisfaction and create positive external "buzz" for the Library's programming.

Qualifications: Bachelor's degree or equivalent combination of education, training and experience; Knowledge and experience using Microsoft Office suite, graphics and scheduling software is needed. Valid CT driver's license. Job description and application are available online at www.hplct.org or Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **Applications accepted until July 15, 2012.**

Equal Opportunity Employer.

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.