

Hartford Public Library

Programming and Events Coordinator (G-V) non-union position

Reporting to the Public Services Director, the *Programming and Events Coordinator* is 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.

DUTIES AND RESPONSIBILITIES

- 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.
- Coordinate new and innovative adult programs, including planning, and implementation,
- Produce flyers, posters, press releases, etc. to promote library programming.
- Responsible for maintaining the Library’s online events calendar.
- Serves as on-site Coordinator as requested.
- Schedules and conducts site visits by prospective clients; organizes, coordinates, and executes library and corporate events.
- Manages internal communications necessary for execution of events such as work orders, budget reports, activity reports, and statistical reports
- Coordinate events logistics with Facility Services and Information Technology staff.
- Performs other duties as required and assigned.

ADMINISTRATIVE

- Under the general supervision of the public services director, formulates goals, plans and procedures for the programming and event planning operation.
- Prepares statistical reports as requested monthly and annually.
- Monitors maintenance of programming and event sites and assumes responsibility for reporting on general condition of those spaces to the public services director and the facilities manager.
- Participates in the overall administration of Hartford Public Library through committee or taskforce assignments.
- Maintains an inventory of supplies and prepares a supply request at regular intervals.

PROFESSIONAL

- Maintains current knowledge in public programming and technology principles and practices.
- Reads professional journals regularly.
- Serves on community committees/boards where appropriate

POSITION QUALIFICATIONS

- Bachelors Degree required.
- Previous Library experience desirable.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES

- Familiarity with state-of-the-art digital media equipment.
- Proven working knowledge of graphic design programs with the ability to design, develop, and proofread written and visual materials.
- Strong commitment to working within a team management structure.
- Strong commitment to public service.
- Strong communication and public relations skills.
- Proven technical 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 interpersonal and organizational skills necessary for working with a number of constituents including library staff, trustees, volunteers, artists, vendors, community and corporate groups, and general public
- 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 learn and use graphic software and scheduling software with high degree of proficiency.
- 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, to attend meetings and events.
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds