

## Henderson Memorial Public Library- Programming Coordinator

### Job Description: Programming Coordinator

Reports to: Director

#### **PURPOSE OF JOB:**

The Programming Coordinator is primarily responsible for planning, marketing, conducting, and facilitating programs at HMPL.

#### **ESSENTIAL DUTIES:**

- Create and implement a regular schedule of programs throughout the year.
- Research, make contact and negotiate with potential program presenters and performers.
- Lead several programs each month, including obtaining and preparing all necessary materials.
- Maintain a host of ongoing programs while introducing new programs and special events that respond to customer and community demand.
- Coordinate programs to work into library initiatives, departmental objectives, and community events.
- Set up and clean-up program space, assist presenter(s), and ensure that both the presenter and customers have a pleasant experience.
- Employ various strategies and methods to market programs to a broad audience
- Submit marketing materials to media outlets, including creating camera ready ads, writing press releases, and maintaining press contacts
- Prepare in-house publicity and upload events onto HMPL's online events calendar.
- Manage library social media pages; post photos and information about programs, monitor and respond to customer posts.
- Prepare displays, bibliographies, bookmarks, or other suitable materials to support program topics.
- Assess programs by keeping a record of attendance and providing a monthly statistical report to Director.
- Maintain programming budget, keeping a record of all expenditures, including contracts, check requests, tax documents, and other receipts.
- Speak to community groups as requested.
- Maintain currency of knowledge of library and programming trends.
- Additional duties as required and assigned.

**REQUIREMENTS:**

- BA or BS preferred but not required
- Ability and commitment to work with the public.
- Ability to use appropriate judgment in handling information and records.
- Ability to work independently with limited direction.
- Keyboarding/windows proficiency.
- Ability to operate library technology systems, including personal computer, software programs and other job related equipment.
- Must be able to perform duties at remote locations, provide personal transport as needed.
- Public service experience.
- Independently plan, organize and coordinate work with assistance of staff.
- Establish and maintain a positive working relationship with a diverse community of customers and library staff.
- Communicate effectively in both oral and written form with customers and staff and have excellent public speaking abilities.
- Engage community partners, customers and staff in the promotion of library programs.
- Exhibit flexibility and a willingness to work in a dynamic, busy, and changing environment.
- Work a flexible schedule that includes day, night and weekend hours.
- Learn and adapt to new and changing technologies.
- Employ basic math skills, including statistics and budgeting.

**COMPUTER/TECHNOLOGY SKILLS/EQUIPMENT/SOFTWARE SKILLS:**

The following is the common technology used in this position and is not all inclusive: Data Entry, Microsoft Office Programs, Online Digital Resources, Social Media Networks, Digital Media software, Copiers.

**SUPERVISORY/MANAGEMENT RESPONSIBILITY:**

No direct reports.

**TRAVEL REQUIREMENTS:**

Frequency of travel: Occasional.

**SPECIAL REQUIREMENTS:**

Driver's license and personal vehicle. This position will work a flexible schedule including weekends (Saturdays and Sundays) as well as evenings.

**PHYSICAL DEMANDS:**

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment. Occasional travel by automobile is required for position responsibilities and/or training. Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting, continual standing, reaching, bending, and walking). Work requires physical effort in the repetitive handling of materials or boxes and tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking at least 60% of the time.

**WORK ENVIRONMENT:**

Majority of the work performed in a general office/library environment. Requires availability for extended or non-traditional hours as needed to perform job duties. Requires periodic participation and attendance at related library events and training.

**DISCLAIMER:**

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

Having read the position description, I agree with the duties, responsibilities, qualifications, and physical requirements of the position. My signature below indicates my acceptance of the position being offered or confirmation of receipt of my performance evaluation.

Employee  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor  
Signature \_\_\_\_\_ Date \_\_\_\_\_

