



Adult Programming & Events Librarian Position Description

About Us

The Manchester Community Library (MCL) is open to all as an inspiring gathering place for the community, providing resources for personal enrichment and growth. We are seeking a creative, entrepreneurial, and mission-driven individual who believes in the power of libraries in transforming both communities and individuals. Since the opening of our new building in 2014, the MCL has established itself as a hub of community life. Welcoming all, the Library is a place that not only connects patrons with books and ideas but with one another. Individuals of all ages participate in our events and programming, practicing mindfulness, learning Mah-Jongg, building professional development skills, and finding companionship. At the MCL we are committed to creating a space, both physical and virtual, where people from all walks of life can come together and access freely our shared culture and heritage.

On Vermont

Southern Vermont is an extraordinary place to call home. Surrounded by mountains and natural beauty, the air is pristine, communities safe, and the quality of life outstanding. Farmers markets abound in the summers and winters offer a diverse array of Nordic activities. We have strong schools and easy access via Amtrak and Albany International Airport. A rich number of arts and cultural organizations are within easy reach along with a deep and abiding sense of community that is rare to find. For the right individual, this is a dream job in a dream library with a strong and committed Board, Executive Director, and staff.

The Position

The right candidate will embrace our diverse community and will possess strong interpersonal, technical, planning, and organizational skills along with the knowledge necessary to create innovative programming and events that engage a range of audiences (e.g., patrons and donors). We are looking for someone who will thrive in our organizational culture, which values collaboration, playfulness, flexibility, and dedication. As an advocate for the Library and the authority on programming and outreach, the Adult Programming & Events Librarian is responsible for the planning, coordination, presentation, and evaluation of adult programs, services, and enrichment opportunities. This individual will also assist in identifying funding opportunities (e.g. grants), as well as communicating Library offerings through print materials, press releases to local media outlets, e-newsletters, and community partners. The incumbent will be critical in leading efforts to re-envision the role of volunteers in supporting the Library's programs. This position requires balancing multiple responsibilities in a fast-paced and forward-thinking environment with an emphasis on providing exemplary customer service to patrons.

Our Ideal Candidate

- Warm, engaged, collaborative, flexible, and enthusiastic disposition; open-minded and receptive to feedback.
- Successful in cultivating and maintaining positive, collaborative working relationships with community partners, supervisors, colleagues, Board members, patrons, funders, and volunteers as part of a coordinated team.
- Excellent verbal and written communication skills, including the ability to speak compellingly about the Library's mission in front of large and small audiences.
- Resourceful and self-directed; pro-active and adept at anticipating organizational needs; open to innovation and experienced in leading change.
- Adept at using technology; data and outcomes driven.
- Capacity to multitask and prioritize competing demands while remaining calm, positive, and detail-oriented. Able to perform accurately in a fast-paced work environment, adapting and responding to

shifting demands.

- Experience participating in engagement and management of support staff or volunteers.
- Rigorous standards for personal and professional integrity.

Minimum Qualifications

- Bachelor's Degree required; Master's Degree in Library and Information Science or Vermont certificate of library training preferred or; equivalent combinations of education, training, or experience in a related field that ensures strong performance of the essential job functions will be considered.
- Competent in working with computers and associated word processing, spreadsheet, and database software, video conferencing software (e.g., Zoom), and web-based email systems required. Basic social media and graphic design experience preferred (e.g., Canva, Microsoft Publisher)
- A broad knowledge and curiosity of topics and trends related to the humanities, current events, literature, pop culture, and community-interest topics.
- A desire to work closely with a diverse range of stakeholders with imagination, confidence, and enthusiasm.

Primary Responsibilities

- **Adult Programming**
 - Analyze trends and the expressed and anticipated needs and interests related to adults; research creative programming opportunities, and field proposals by potential presenters.
 - Develop, coordinate, promote, and implement a variety of programs, events, special-interest group meetings, and conferences for adults. Manage all logistics including terms of agreement and ongoing communication with presenters, venue setup, audio/visual, food, linens, cutlery, china service, decorations, presenter gifts, etc., if applicable, and supervision and management of volunteers and co-workers.
 - Serve as a liaison and support for Library-sponsored special interest groups (e.g. Book Club, foreign language conversation groups, Cookbook Club).
 - Coordinate all aspects of the library's participation in the Vermont Humanities (VH) *First Wednesdays* program series. Communicate with VH representatives, presenters, off-site personnel, and audio/visual technicians to ensure cohesiveness. Write follow-up reports.
- **Volunteer Coordination**
 - Research and launch innovative volunteer program; recruit, interview, match, train, and supervise volunteers. Plan and coordinate volunteer recognition activities, including the annual Volunteer Recognition event.
- **Grants**
 - In partnership with the Director of Advancement, research, draft, and submit grant applications to help fund programming and events; evaluate programming as needed; write follow-up reports.
- **Community Outreach**
 - Develop outreach programs and opportunities for adult services.
 - Facilitate virtual, on/off-site programs.
 - Leverage relationships with experts, artists, presenters, performers, and others in the community to provide services and programs in order to meet the evolving needs and interests of adults.
 - Coordinate with local public access cable television station for coverage of programs/events.
 - Communicate and coordinate with other nonprofits, schools, and businesses in regard to co-hosting, co-sponsoring, and participating in programs and events.
 - Represent the Library on committees and as a liaison to community stakeholders as needed.

- **Collection Development**
 - In partnership with the Collection Development Librarian, participate in the selection of materials for Library acquisition; research and recommend relevant virtual and physical purchases.

- **Public Relations, Marketing, and Communications**
 - In partnership with the Director of Advancement,
 - Create, disseminate, and oversee marketing and communications related to adult programs, including submission of email alerts and press releases to online and print media outlets and community publications; create promotional print materials (posters, banners, rack cards) and draft Letters to the Editor regarding programs, sponsor acknowledgements, collaborations, etc.
 - Write, format, and coordinate submissions from staff for community publications including *Stratton Magazine*, *Vermont News Guide*, and *Manchester Events*
 - Develop and maintain a strong working relationship with media outlets in the region.
 - Design graphics, format, write content, coordinate submissions, and send out the monthly e-newsletter.
 - Create and distribute email alerts and press releases at the request of the Executive Director.

- **Administrative**
 - Collect and analyze data; prepare strategic highlights for inclusion in Board reports and communication materials.
 - Prepare accurate and timely adult programming statistics and reports as needed.
 - Evaluate the cost effectiveness of each program.
 - Participate in preparing the annual budget as it relates to adult services and needs.
 - Provide assistance at Help Desk as needed.
 - Attend scheduled staff meetings prepared to participate in problem solving discussions.
 - Serve on, or advise, Board committees as deemed necessary by the Board and Executive Director.
 - Participate in the Vermont Library Association.

Physical Requirements

- Frequent need to see, walk, sit, stand, talk, and hear.
- Ability to complete work while wearing a surgical grade mask.
- Occasional need to bend, stoop, kneel, and crouch.
- Ability to read, write, and communicate fluently in English.
- Dexterity to perform data entry on a computer, laptop, iPad, or other electronic device.
- Visual acuity sufficient to read print in 8-point font.
- Physical dexterity to reach shelves of various heights, push full carts.
- Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

To Apply

To apply for this 35 hour/week, benefitted position, please send an email including a cover letter, resume, and three references to J. Violet Gannon, Executive Director, (jvgannon@mclvt.org). A criminal background check is required. Applications will be accepted until position is filled. Evening and weekend hours, required.

Please note, the above job description describes the general nature, tasks, responsibilities, and level of work to be performed; it is not meant to be an all-inclusive list of every responsibility, duty, and skill required for the position.