



Are you looking for an opportunity to combine community interest with creative and impactful program and event planning? Are you a detail oriented and strategic thinker? Do you want to work in a collaborative and innovative environment? Then check out this job!

**VIGO COUNTY PUBLIC LIBRARY
HAS A JOB OPENING FOR A FULL TIME PROGRAM AND EVENTS MANAGER
OPEN TO CURRENT LIBRARY EMPLOYEES AND EXTERNAL CANDIDATES**

Application review will continue until the position is filled.

Applicants whose qualifications best match the requirements of this position will be contacted for an interview.

Posting Date: March 17, 2023

PROGRAM AND EVENT MANAGER: Opening for a full time 40 hours per week non-exempt position in the Program and Event Department of the Vigo County Public Library.

GENERAL DESCRIPTION: The Program and Event Manager is responsible for developing and coordinating programs and events that have broad based library and community impact and are responsive to community interests and needs. The Program and Event Manager works closely with library departments and community partners in the research, planning, and implementation of programs and events and assumes primary responsibility for ensuring all aspects of planning and execution are on task and positioned for success. The Program and Event Manager pursues opportunities for services to new and under-served populations in the community and develops relationships with community organizations to further service opportunities. As part of the VCPL Management team the Program and Event Manager provides system-wide leadership through professional management strategies, team building, and collaborative efforts in support of the goals and objectives of the Vigo County Public Library (VCPL).

JOB FUNCTIONS:

Core Essential Functions:

- Represent the VCPL's fundamental values of unbiased inclusiveness and respect for others.
- Establish an aware, approachable, and proactive service presence acknowledging customers with eye contact, a greeting, and an offer of assistance.
- Provide a positive service experience for each customer with a focus on facilitating the most beneficial outcome possible for the customer.
- Interpret and provide guidance on library policy and procedure to library customers.
- Address customer behaviors that do not align with VCPL Rights and Responsibilities in a respectful and constructive manner providing appropriate redirection and employing de-escalation tactics.
- Maintain confidentiality and privacy of library customer information and transactions.
- Provide oversight and direction for your department in accordance with VCPL's policies and procedures.
- Establish and maintain a comprehensive level of knowledge of the functions, operations, and mission of your department.
- Lead staff to meet VCPL's expectations for productivity, quality, and goal accomplishment.
- Serve as a role model that encourages accountability, integrity, constructive engagement, and teamwork.
- Establish and maintain transparent, interactive, and effective communication to facilitate department operations.
- Serve as the Manager on Duty (MOD) on a rotating schedule with other Managers.

Essential Functions Performed Daily:

- Plan and execute programs and events that have broad based library impact and closely manage logistics to ensure all aspects of planning and execution are on task and positioned for success including identifying possible setbacks and relevant contingency plans.
- Regularly review all VCPL programs to ensure a diverse and varied slate of activities is being offered system-wide.
- Recommend programming initiatives that support library/department objectives and are responsive to customer/community interests and needs.
- Develop partnerships within the community to facilitate opportunities for new and/or enhanced programs and services.
- Serve as a consultant and provide guidance to all library staff who develop and implement programs to ensure VCPL standards for high quality programs are consistently met and programs are effectively evaluated.
- Work collaboratively with other library departments to implement ongoing assessment of programs and develop strategies for improving/enhancing programs to ensure they are relevant and in alignment with community interests and needs
- Work collaboratively with Adult Services, Special Collections, Tech Team, Youth Services, and Branch libraries to coordinate and facilitate programming and services for children, teens, and adults.
- Coordinate with the Strategic Communications Manager to promote programs via multiple modes of marketing including press releases, flyers, Library calendar of events, social media, and the VCPL website. Market the VCPL with promotional appearances on local television and radio stations highlighting programs, events, and services.
- Develop and maintain the department program and event budget by keeping accurate records of receipts, expenditures, contracts, check requests, tax documents, and other records relative to financial or contractual information for programs and events. Submit encumbrances and Friends funding requests to the Director of Public Services.
- Pursue grants and sponsorships to procure additional funding for programs and services including writing grants, completing grant applications, providing oversight for and/or implementing the grants, and making sure the required reporting is completed effectively and on time.
- Organize and facilitate library participation in community sponsored programs and events where library resources, services, and learning opportunities can be promoted in support of the goals and objectives of the VCPL.
- Serve as a VCPL representative on local boards and community programming committees.

Essential Functions Performed Periodically:

- Identify and procure presenters, speakers, performers, etc. for programs and events managing all aspects of the process including contracts, payments, honorariums, travel related issues and/or expenses, marketing, etc.
- Oversee scheduling, timelines/deadlines, and workflow for programs and events in conjunction with other department managers including implementing changes as necessary and informing others of alterations in planning, timelines, and execution.
- Communicate with Director of Public Services on a regular basis regarding department goals, development, and workflow.
- Perform departmental personnel functions including, but not limited to, time and attendance management, performance review processes, and, in conjunction with HR, participate in departmental hiring, corrective actions, performance improvement plans, and other related personnel processes.
- Coordinate fixed and/or traveling informational and educational exhibits including exhibits relevant to key community, regional, or national issues.
- Prepare community analysis and conduct surveys regarding current and future programming needs in conjunction with other department managers. Assess programs to ensure offerings are relevant, of high quality, and in alignment with community needs and library objectives.
- Maintain programming records and statistics and submit required reports.
- Maintain awareness of library services and resources, including online databases, electronic resources, and collection holdings.

- Attend professional library conferences, seminars, and committee meetings and seek information and experiences related to library and programming trends.
- Attend and participate in management team meetings and facilitate programming meetings with library staff.
- Serve as the management group Manager on Duty (MOD) on a regular rotating basis during evenings and weekends. MOD provides system-wide coverage for addressing issues and concerns that require management intervention.
- Schedule and organize tours of library facilities and arrange VCPL presenters for community groups as requested.

PHYSICAL AND COGNITIVE REQUIREMENTS:

- Ability to read, write and understand written and verbal instructions.
- Ability to effectively communicate with others.
- High degree of mental acuity and attention to detail.
- Ability to utilize computer keyboard and monitor.
- Ability to file alphabetic and numerical systems.
- Ability to lift items ranging from 10-25 pounds.
- Ability to remain stationary for long periods of time, sitting or standing.
- Ability to reach heights up to six feet and bend to floor levels.
- Ability to push carts from 25-50 pounds.
- Ability to perform repetitive hand movements using computer keyboard and handling library materials.
- Ability to travel to locations within and outside of Vigo County.

WORK SCHEDULE: 40 hours per week work schedule which is generally 8:30 AM-5:30 PM Monday through Friday with occasional evening and weekend hours. Requires schedule flexibility to meet program and event planning and/or execution needs and participation with community partners. Sunday work hours paid at over-time rate in accordance with the VCPL Overtime and Fair Labor Standards Act Policy.

QUALIFICATIONS:

- ALA accredited MLS Degree with ability to obtain Indiana Librarian Certification at the Department and Branch Head Level of LC3 or higher (Requires 75 LEUs per 5-year certification period). Will consider Bachelor's Degree from an accredited college/university with ability to complete Indiana Librarian Certification LC4 Department Head requirement of 15 hours of college level Library Science credit within a 3-year period.
- Experience planning and executing programs and events required.
- Previous library experience preferred.
- Ability to provide strong leadership and interact as a management team member in a multicultural environment required.
- Established interpersonal skills with the ability to maintain a positive working relationship with a diverse community of customers, library staff, and organizations.
- High degree of resourcefulness, tact, patience, and demonstrated good judgment required.
- Highly organized with ability to effectively manage multiple priorities required.
- Ability to independently plan, organize, and coordinate programs and events at multiple locations.
- Can communicate effectively in both oral and written form and is skilled in public speaking.
- Ability to engage community partners, customers, and staff in the promotion of library programs.
- Exhibits flexibility and a willingness to work in a dynamic, busy, and changing environment.
- Must be available to represent VCPL during evenings and weekends for community events, programs, professional meetings etc. and be on-call for library consultation and emergencies as part of the VCPL Management Team.
- Ability to learn and adapt to new and changing technologies.
- Has a working knowledge of Microsoft Office products, Microsoft Windows, and Internet navigation.
- Ability to independently maintain efficient workflow required.
- Ability to maintain confidential information required.

- Ability to travel to meetings, workshops, and conferences when required.
- Ability to travel within the Vigo County community to connect with community organizations and partners.
- Ability to employ basic Math skills including statistics and budgeting.

WAGE: Job Class 3, full-time non-exempt position starting rate of pay is \$22.9351 per hour, equivalent to an annualized wage of \$47,705.06 DOQ (approximately \$1,834.81 bi-weekly in 2023, based on two 40-hour workweeks).

BENEFITS: Optional participation in the Anthem Blue Cross Blue Shield PPO Health Plan or High Deductible Health Plan with HSA, Anthem Blue View Vision Insurance, and Guardian Dental insurance (Through September 30, 2023 employee contributes \$162.66 per month for single employee coverage for participation in PPO Health/Vision/Dental plans, or \$24.22 per month for single employee coverage participation in HDHP with HSA/Vision/Dental plans); paid Life Insurance; paid Long Term Disability Insurance; 100% paid participation in Indiana Public Retirement System; eligible for 12 paid holidays per year; vacation and sick accrual occurs bi-weekly with the equivalent of 2 vacation days and 1 sick day for every active month of employment. Tuition reimbursement is available to VCPL employees in accordance with the VCPL Staff Development policy.

APPLICATION

Preferred methods of application: 1) Visit <https://vigolibrary.org/about-2/careers/> to download the VCPL employment application form. Email the completed form along with cover letter and resume to application@vigolibrary.org; or 2) submit application materials online at www.indeed.com.

Application review will continue until the position is filled. Applicants whose qualifications best match the requirements of the position will be contacted for an interview.

Vigo County Public Library is an E-Verify Employer.

***Current VCPL employees who wish to apply for this position must complete a VCPL employment application form and submit it with cover letter and resume to Human Resources.**

The Vigo County Public Library provides equal opportunities to all applicants for employment without regard to race, color, creed, religious belief, sex, sexual orientation, gender identity or expression, national origin, age physical or mental disability, ancestry, or veteran status. Vigo County Public Library complies with all applicable federal state and local laws governing nondiscrimination in employment in every library location. The Equal Employment Opportunity Policy applies to all terms and conditions of employment, including, but not limited to, recruitment, selection, training, hiring, termination, transfer, leaves of absence, compensation, or any other personnel action.

Human Resources, Vigo County Public Library