

JOB POSTING

Programming Librarian

NEW CANAAN LIBRARY VISION

To inspire lifelong learning through innovation and discovery;
to be the information and cultural center if the community.

OUR VALUES

- Commitment
- Service
- Excellence

This is a permanent, full time position (35 hours/week) including nights and weekends, with emphasis on serving our adult community. This position reports to the Manager of Public Services and is a member of the Public Services Team.

ROLE PURPOSE

New Canaan Library is seeking a creative, enthusiastic, and community-oriented library professional to join our dynamic Public Services Team. This position is responsible for the planning, creation, and execution of cultural and educational programs for our adult community while representing the Library both at programs and at the Information Desk. If you are passionate about the positive impacts that a public library can make in a community, then this position may be for you.

RESPONSIBILITIES

- Lead the strategic work to create a diverse and wide range of cultural, educational, and entertaining programs for the adult community
- Develop targeted programs and workshops for various interest groups and community organizations including underserved constituents
- Be responsive to community requests, needs, and desires for program offerings
- Build and foster community collaborations and partnerships with a wide range of institutions, businesses, and interest groups
- Effective marketing and promotion of Library programs
- Measure and evaluate programs for relevancy, suitability, and community engagement
- Professional, prompt and courteous communication to internal/external presenters, committee members, volunteers, attendees, and staff
- In coordination with Manager of Public Services, accurate and effective management of the adult programs budget
- Effective collaboration and engagement with other departments to enable delivery of seamless services to whole community
- Responsible for keeping up-to-date with new trends in library programming and community engagement practices
- Consistently provide exceptional service at both Library programs and the Information Desk. (2-3 hours at Information Desk per day)
- Serve on Library and program committees as needed

SKILLS AND ATRIBUTES

- Strong collaborator with excellent follow through abilities
- Highly organized and detail oriented
- Expert interpersonal skills with the ability to effectively communicate through multiple platforms and channels
- Confident and effective public speaker
- Excellent customer service ethos with the ability to remain calm under pressure
- Self-starter who takes initiative and can creatively solve problems
- Innovative and creative in the development of programs and public offerings
- Agile, able to adapt easily to a changing environment and work on multiple projects simultaneously
- Employs excellent judgment and confidentiality

SALARY RANGE

\$47,700-58,000/year - non-MLIS

\$51,300-62,000/year - MLIS

QUALIFICATIONS AND EXPERIENCE

- A bachelor's degree is required. Master's in Library Information Science preferred (current MLIS students and recent graduates are welcome to apply)
- Previous library-related or other relevant experience highly desirable

Interested applicants should send a cover letter and resume to Christle Chumney, *Manager of Adult Services*, cchumney@newcanaanlibrary.org by February 15, 2018. Preference given to applicants who apply by January 31, 2018.

Posted January 1, 2018