

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
ADULT EVENTS COORDINATOR	NON-EXEMPT
Division	Pay Grade
ADULT SERVICES	28

JOB SUMMARY

The primary role of the Adult Events Coordinator is to schedule, plan, and implement library events for adults. The Adult Events Coordinator works closely with Adult Services employees and employees in other divisions to offer a variety of engaging events in and out of the library. This individual also has significant duties relating to promotion of events, working with various public groups, and providing outreach to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs exceptional customer service. As the first, and sometimes only, person that a patron may be in contact with, customer service is a very important aspect of all library positions.
3. Spends appropriate amount of time away from public service points roving using established procedures. Meets patrons at their point of need.
4. Performs all duties listed in the job description for Reference Specialist.
5. Works 6-12 hours per week at the third floor Ask Here Desk and Special Collections Desk.
6. Works non-standard hours, including evenings and weekends.
7. Under the direction of the Adult Services Manager, leads the development, planning, implementation, and evaluation of adult events in a variety of in-person and virtual formats. Sample events include lectures, workshops, book discussions, film screenings, and events associated with exhibitions. Events may be one-time or regularly scheduled. Locations may include library meeting rooms and spaces, as well as off-site locations (i.e. outreach).
8. Under the direction of the Adult Services Manager, manages the adult events budget, including setting individual event budgets, ensuring events stay within budget, and documenting budgets accurately.
9. Oversees the planning and implementation of signature adult events, such as annual local author days.
10. Actively seeks new event opportunities for adults, including grant opportunities that relate to adult events.
11. Seeks opportunities to include library branches and multiple generations (i.e. events with youth and adult components).
12. Uses evaluation tools to gauge the success of each event and uses this information to improve existing events.
13. Coordinates event scheduling and individual event budgets with Adult Services employees.
14. Plans and implements adult events. May include scheduling event spaces or virtual events; communicating needs for set-up, volunteers, refreshments, supplies, promotion, and/or AV and IT assistance; locating partners and developing Memorandums of Understanding (MOUs); introducing partners and welcoming participants; cleaning up at the end of each event; and submitting event statistics.

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15. Develops events to enhance exhibitions or projects received by the library, including outreach to the community.
16. Establishes and maintains event partnerships with outside organizations and utilizes community resources in event implementation.
17. Coordinates sufficient employee coverage for events.
18. Works with Volunteer Coordinator to determine volunteer needs and schedules. Directs volunteers assisting with events.
19. Serves as the primary Adult Services point-of-contact for the Community & Media Relations (CMR) Unit and ensures accurate and timely monthly calendar submissions, proofing, and publicity requests. Provides input to CMR on marketing and promotional strategies for each event. Helps disseminate event promotion in a timely manner to event partners, targeted audiences, and others as appropriate.
20. Collects adult event statistics and submits them to the Business Office monthly.
21. Acquires supplies for events, including shopping locally, ordering online, and requesting assistance from Facilities employees. Submits correct and timely receipts and/or documentation to the Business Office by the deadline each month.
22. Complies with lead times for requests for work from other divisions and units, including CMR, Facilities, Foundation, IT, The Library Café, and Youth & Outreach Services.
23. Organizes and maintains physical materials used for adult events, including items in the Adult Services storage areas.
24. Schedules regular event planning meetings with Adult Services employees. Schedules and/or attends event-planning meetings with employees from other divisions.
25. Maintains good working relationships with counterparts at the Wyoming State Library and other WYLD libraries.
26. Represents the library to outside entities as directed by the Adult Services Manager, County Librarian (Executive Director), or designee.
27. Serves on the events team, summer reading committee, strategic planning teams, and other groups as assigned.
28. Participates in professional activities on a local, state, and regional level when applicable to position or needs of the division.
29. Works quickly, effectively, and accurately within tight deadlines.
30. Works the Greeter Desk as assigned.
31. Performs other related and necessary duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor’s or Master’s degree from an accredited organization; and
- 2 years of relevant experience working with adults or the general public; or
- The equivalent combination of education and experience.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have a current driver's license valid in the State of Wyoming or the ability to obtain one within six months of hire date. Reasonable accommodation upon request.
- Proficiency with a variety of software programs and systems related to the operations of the library including word processing, internet, scheduling/calendaring/email, integrated library systems, and operating systems.
- Working knowledge of public library operations.
- Proficiency in applying good customer service skills.
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks.
- Ability to speak, read, comprehend, and write the English language.
- Ability to work flexible work schedules, including weekends and holidays.

REPORTING RELATIONSHIPS

Reports to: Adult Services Manager

Supervises: Volunteers as assigned

PHYSICAL EFFORT AND WORKING ENVIRONMENT

The essential duties and responsibilities of this job require the employee to move or manipulate moderately heavy equipment, boxes, carts, files, and stacks of material from one location to another.

LAST REVISED 1/4/2022