

## **Creative Programming Librarian**

Job Class: Full Time

Reports to: Library Director

### **Job Description ~**

Successful community programming is one of the pillars of library service for the Thomas Memorial Library. You will be responsible for taking the lead in coordinating, planning, and executing programming that is educational, entertaining, and enriching for our young adult and adult patrons. The relationships that you cultivate in our community and region will allow valuable insight into the needs of our patrons along with program connections.

### **Who You Are ~**

- You understand and value the idea of the Library as a community hub and gathering place for patrons to learn and exchange ideas.
- You are organized, detail-oriented, and a self-starter who can work independently and collaboratively.
- You are comfortable with using technology and teaching it to other Library staff members and our patrons.
- You understand patron needs and enjoy connecting them with the right solutions.
- You engage well with others and are dedicated to providing an exemplary customer experience.
- You're a team player who thinks quickly on your feet.
- You're excited about the prospect of growing and learning in a changing environment.
- You inspire fun in the people around you.

### **What You'll Do ~**

- You plan and execute programs, presentations, workshops, and participatory experiences for our adult and young adult patrons.
- You are comfortable coordinating programs on a wide variety of topics, such as arts/crafts, STEM, current events, and beyond.
- You develop your observations and understanding of community needs into effective library services and programs.
- You explore original, innovative programs and services.
- You work collaboratively with other members of the Library staff to generate program ideas and coordinate development.

- You cultivate relationships with community members and organizations to garner feedback and potential partnerships.
- You work closely with members of the Library Marketing Team to promote Library events.
- You work closely with the Children's Services staff to smoothly transition program attending children and pre-teens into program attending teens and adults.
- You seek outside sources of funding to sustain our high level of programming, such as working with the Thomas Memorial Library Foundation and exploring other grant sources.
- You provide friendly, enthusiastic, and helpful library services to our patrons while working the public desk. This could include: reference questions, reader's advisory, technology assistance, circulation of materials, and more.
- You actively participate in the broader Maine and New England library and non-profit community.
- You participate in Collection Development.
- You see the big picture, understanding when to jump in and help in other areas.

### **Qualifications ~**

- Bachelor's degree
- Masters in Library Science preferred; demonstrated experience or transferable skills are also welcome
- Program planning, presentation, or training experience
- Digital literacy skills
- Continuous learner
- Customer service or public interaction experience
- Library experience preferred

Your job will involve being on the move in the Library. You need to stand, walk, crouch, stoop, squat, twist, climb, push/pull up to 50 pounds, and lift up to 25.