

## **Community Events Liaison Main Library**

Boone County Public Library is seeking a dynamic, motivated individual for the position of a full time Community Events Liaison for the Main Library in Burlington, KY. Under the general direction of the Public Relations/ Marketing Director, the Community Events Liaison is responsible for the planning, promoting, implementation and evaluation of events and performances at the Main Library and other locations. This position is also responsible providing library services to all ages. The Community Events Liaison interacts extensively with the public and other staff members.

### **As a Community Events Liaison, a typical day may include the following...**

- Plan, promote, implement and evaluate adult/community programs, exhibits and events at the Main Library and other locations
  - Schedule public meeting and conference room use at the Main Library; maintain Main Library meeting and conference room calendar
  - Confirm meeting room set up including furniture arrangement, A/V requirements and food and beverage set up
  - Establish and maintain relationships with local civic, cultural and educational organizations for the purpose of promoting library programs and encouraging community partnerships
  - Work with library administration to develop, implement, and evaluate program, event, and exhibit policies and procedures
  - Work closely with other library departments and other locations regarding planning, promotion, and support for meeting room and adult programs
  - Assist with the distribution of publicity and program materials
  - Maintain budget accounts for meeting rooms and adult programs; calculate expenditures, and balances
  - Prepare reports and compile statistics reflecting meeting room and community programs
- Perform related duties as assigned

### **This job maybe a good fit for you if you have...**

Undergraduate degree in a related discipline, 2 to 5 years progressively more responsible related work experience.

Or

MLS/MLIS from an accredited library school or a Master's Degree in a related discipline.

Combination of education, training, and work experience that will provide the required knowledge, skills and abilities will be considered.

### **Knowledge, Skills and Abilities**

Thorough knowledge of library principles and practices

Thorough understanding of current library issues, theories and trends

Awareness of current social and cultural topics and trends

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Broad knowledge and appreciation of the performing and visual arts  
Demonstrated ability to organize public programs, events, and exhibits  
Ability to interpret community interests, concerns and needs and to develop appropriate library programs  
Ability to establish and maintain effective working relationships within the library and in the local community  
Ability to work independently, set priorities, and manage multiple projects  
Ability to effectively lead teams and chair committees  
Excellent interpersonal and communication skills; strong writing and presentation skills  
Proficiency with Windows-based PC's, Microsoft Office products, Web searching, email, and related products and procedures

Light to medium work [lifting, pushing or pulling 20-50 lb. Maximum] chairs, tables, etc.  
Reaching, bending, kneeling and crouching to retrieve and replace library materials, files, supplies  
Movement throughout the facility locating/retrieving materials  
Handling and manipulating library materials; including pages, cards, forms, etc.  
Operating computer and audiovisual equipment  
Visual acuity sufficient to read primarily typed or printed text in a variety of font sizes and styles

### **What we can offer...**

Starting at \$17.75 per hour, commensurate with qualifications: includes excellent benefits package, which includes healthcare coverage at no cost to employee, and participation in the County Employees Retirement System.

**If you have what we're looking for in this position, send cover letter, job application and resume to:**

Human Resources Manager  
Boone County Public Library  
1786 Burlington Pike  
Burlington, KY 41005  
[jobs@bcpl.org](mailto:jobs@bcpl.org)  
Fax 859-689-0410

**Position will remain open until filled.**