

## Library Programming Manager

### St. Martin Parish Library

Successful community programming and public relations are vital services of the St. Martin Parish Library in all our locations and in the Parish. This position, in collaboration with branch staff, leads and coordinates all phases of Library programming, that is educational, entertaining and enriching for our library users from preschool through adults.

#### PROGRAMMING

- a. Collaborate with Program Assistants in the Branches and the Summer Reading Program Committee to 1) develop/plan their desired programs and monthly Bulletin; 2) coordinate and produce display artwork; distribute promotional materials for the system (flyers, banners, bookmarks, posters, decorations); 3) identify, implement and promote new, innovative programs, both on and off site
- b. Ensure Library Director and Branch Managers approve of, and are aware of, program topics and logistics, including Branch coverage needs
- c. Conduct Branch and Outreach programs in conjunction with Branch staff, such as preschool story hours in Branches and Headstart locations; conduct other Branch programs as needed, such as book club for adults, teen programs, and/or Outreach services.
- d. With Program Assistants, collaboratively lead SRP and Program Committee meetings.
- e. In collaboration with Program Assistants, select and book performers
- f. Collaborate with Branch staff and community organizations/agencies to identify community activities in which SMPL can participate.
- g. Collect/compile program statistics for Technology Manager; distribute program statistics and annual Summer Reading Program report
- h. Collaborate with Program Specialists and SRP committee to design and conduct an annual SRP Survey
- i. Obtain own state certification and annually ensure certification is up to date for staff who conduct programs at Head Start facilities and any other agencies that require it
- j. Collaborate on the ordering of all print, electronic and AV materials for children, teens and adults, including monthly craft program materials and seasonal decorations, bookmarks, and bulletin board materials for the Library system
- k. Be aware of and knowledgeable of community interests and state requirements that affect libraries

#### OUTREACH/PUBLIC RELATIONS

- a. Collaborate with the Executive Assistant to identify/expand public relations outlets and opportunities to promote the Library; prepare and disseminate bulletins, and notices to local newspaper and other media outlets
- b. With Program Assistants, serve as a liaison and network with Parish organizations regarding Library programs and services; seek newspaper, TV and radio publicity and social media outlets to publicize all Library programs; ensure appropriate staff is scheduled to speak on air, etc.; track results

- c. As liaison interact with external groups, individuals and library users such as children, parents, teachers, vendors, and community leaders
- d. Update the Library website with program-related items. Manage Library social media accounts. Serve as a back-up for website management when Technology Manager is unavailable.

## **QUALIFICATIONS**

- BA/BS degree or a minimum of 4 years leadership experience
- History of successful public or school library experience
- Demonstrated effective leadership
- Previous experience in planning and conducting programs for children, teens and adults
- Computer/technology skills
- Demonstrated excellent written and oral communication and presentation skills.
- Demonstrated effective working relationships with coworkers, parents, government and school officials
- Writing skills including press releases, grants, publicity and reports
- Demonstrated knowledge of children's and young adult materials
- Demonstrated experience creating promotional material relevant to Library programs
- Clean 5 year driving record

## **BENEFITS**

The St. Martin Parish Library offers a competitive salary based on qualifications and experience, a comprehensive benefits and retirement package, and a balanced work-life schedule. The Library has a collaborative, team environment in which the contributions of all staff are recognized, and professional development is highly valued.

## **TO APPLY**

Submit a completed Employment Application, found under the About tab at <https://stmartinparishlibrary.org>. Email the application, your resume, and professional references to [humanresources@stmartinparishlibrary.org](mailto:humanresources@stmartinparishlibrary.org).

ST. MARTIN PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER AND  
ENCOURAGES DIVERSITY WITHIN ITS WORKPLACE