CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Library Events Coordinator**	**UNION:1937**
		SG:109
CLASS TITLE:	**Education Programs and Activities Coordinator**	**CS:N**
		FLSA:Y
DEPARTMENT:	**Library – Community Relations**	**EEO4CODE:PP**

JOB SUMMARY:

Plans, coordinates, and implements special events for Bellingham adults in support of the Library's Strategic Plan and the City's commitment to equity, diversity, and inclusion. Researches and suggests event topics. Recruits authors, speakers, panelists, and presenters. Under the direction of the Head of Community Relations, assists with publicity of library events. Coordinates with other City departments and community organizations to foster public participation in event planning.

SUPERVISORY RELATIONSHIPS:

Reports to the Head of Community Relations. Work is performed under general supervision and the guidance of City and departmental policies and procedures. May provide day-to-day direction and training to lower classified staff and volunteers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Coordinates the planning and implementation of high-quality and high-profile special events for adults in support of the Library's Strategic Plan and areas of focus. Researches and recommends event topics and speakers for approval by the library management team. Coordinates event schedules, registrations, venues, timelines, equipment, and materials necessary for event implementation. Gathers feedback, responds to inquiries, and resolves logistical concerns related to events.

2. Recruits speakers, panelists, and presenters for library events. Negotiates contracts with speakers and vendors in accordance with City purchasing policies, working with Purchasing and Legal Department when necessary. Coordinates travel arrangements as needed. Maintains awareness of trends in public events.

3. Conveys full event details and maintains open lines of communication with partners, presenters, and vendors.

4. Attends library events to ensure successful implementation; coordinates or provides on-site logistical support. Ensures that event set up and cleanup is completed.

5. Fosters community participation in event planning. Develops and maintains partnerships with community organizations, educational institutions, City departments, and local businesses. Conveys community-led proposals for events to Library management team.

6. Under the guidance of the Head of Community Relations, writes copy and plans promotional materials for events. May liaise with contracted graphic designers as assigned.

7. Participates in committees related to assigned events.

8. Contributes to the design and implementation of a framework for evaluating events. Prepares monthly statistics, summarizes evaluations, and writes reports as requested.

9. Under the guidance of the Head of Community Relations, tracks event expenses and makes purchases within assigned budget.

10. Assists with the development of procedures and guidelines related to events.

ADDITIONAL WORK PERFORMED:

1. May provide training and day-to-day direction to lower-classified staff and volunteers. Assigns, directs and reviews the work of staff and volunteers assigned to assist with events.

2. May write grant proposals for event funding as requested.

3. Serves as back-up for other members of the Community Relations team.

4. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:
- Library operations, procedures, services, and policies as well as relevant City policies.
- Standard and specialized computer software applications, including:
  - Website management software;
  - Microsoft Office Suite;
  - Portable document format software, Photoshop, InDesign or related technology.
- Customer service principles and techniques.

Skill in:
- Written communications, including writing in a variety of formats for a wide range of purposes.
- Oral communications, including communicating to large and diverse audiences.
- Working with diverse populations.

Ability to:
- interact with the diverse public, co-workers, vendors, and others using courtesy, tact, and good judgment.
- Convey enthusiasm about the library's mission, values, and role in the community.
- Work accurately and maintain attention to detail in an atmosphere of frequent interruptions.
- Work independently, set own priorities, devise own work methods, and follow general Library protocols and procedures.
- Plan and organize workload effectively.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Core Competencies of: Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Transport materials and equipment weighing up to 50 lbs. for events and event preparation;

- Communicate in person;
- Move between work sites;
- Traverse a variety of venues and landscapes, such as backstage areas and parks;
- Correctable visual acuity to read a computer screen and a typeset page.

WORKING ENVIRONMENT

Work is performed extensively at a computer workstation with periods of prolonged sitting or standing. Duties are performed primarily indoors, with some events taking place outdoors or off-site. Events may include extended periods without access to traditional seating, as well as transporting materials and equipment. Work involves frequent interaction with co-workers and the public. Environment includes a normal range of noise and other distractions working around specialized library equipment and standard office equipment. Employee works a schedule of flexible hours that may vary from week to week depending on event needs.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in public administration, communications, marketing, public relations, or a related field from an accredited university.
- One year of paid experience planning or coordinating events or education programs.
- One year of experience working with diverse populations preferred.

OR

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check and child and vulnerable adult abuse records check.
- Must be willing to work various shifts depending upon the needs of the library, including evenings and weekends.
- Valid Washington State Driver's License at time of hire and good driving record. A three-year driving abstract must be submitted at the time of hire.
- Must provide own transportation at times.

PREPARED BY: R. Judd
R. Delker
01/23

REVIEWED BY: _____
R. Judd, Library Director