

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

POSITION: Programming Librarian **#J2024 – 0018 Posted 11/14/24**
DEPARTMENT: Library **Posting Removal: 11/28/24**
HOURS OF WORK: Part-time (19 hours per week) Schedule flexibility which includes some nights and Saturdays
SALARY: \$25/hour (3-year Grant Fund) non-union, non-benefited

BASIC FUNCTION:

The Medford Public Library is seeking a candidate who will assist library staff with their adult programming needs. This person will be responsible for creating social media public relations and managing ongoing calendars and offerings. In addition, we will be responsible for the management of grant applications and grant budgeting of these programs.

KEY RESPONSIBILITIES:

- Responsible for developing and scheduling adult programming. Assisting the library staff in creating and maintaining an ongoing program calendar, room reservation, and other offerings for adult programs.
- Collaborate with other groups on shared programs.
- Contributes to publicity for adult programs through social media PR and creating and maintaining a publicity plan.
- Assists with the preparation of the quarterly newsletter.
- Manages adult programming budget with library administration
- Tracks expenditures and attendance for adult programs
- Assists library staff with grant applications
- Assist Library staff with hiring outside instructors for specialty classes, and programs.
- Keeps abreast of programming trends and develops programming in response to public interest and demand.

EDUCATIONAL / EXPERIENCE REQUIREMENTS:

Minimum Qualifications:

- Bachelor's degree

Preferred:

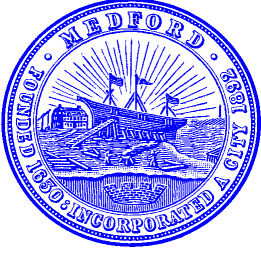
- Familiarity with libraries, Assabet Interactive, and social media trends

Knowledge:

- Experience with Meta Business Suite, Instagram, and YouTube
- Experience with event management and programming
- Strong organization, time management, and follow-up skills

Ability:

- Ability to successfully handle multiple projects concurrently
- Ability to work independently and collaboratively



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Physical Requirement:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a busy library environment with frequent interruptions. Work may include sitting or standing at a counter for extended periods of time. The employee may be required to move and empty book carts, shelve and retrieve library materials and office supplies from high and low settings. Employees are frequently required to bend, reach, and move throughout the library. The employee must occasionally lift and/or move up to 40 pounds. Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron and cataloging records.

ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155

Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.