



Programs and Events Manager

Desert Foothills Library

Nestled in the foothills of the town Cave Creek, Desert Foothills Library is a dynamic and cherished community asset. The Library offers free membership to all Maricopa County residents and thrives because of individual community members' generous financial support. With 20,000 square feet of books, audiovisual materials, meeting and study rooms, a large used bookstore, demonstration kitchen, a beautiful patio with mountain views and much more, the Library is a wonderful place to learn, relax, visit with friends and work. Innovative and creative staff host more than 2,500 programs a year and nearly 100 community members give their time as volunteers to ensure patrons get personalized, friendly service.

Summary

We are looking for a professional who is passionate about ensuring a positive user experience for library members, volunteers and staff. As Arizona's only non-profit, independent library, you will have the unique ability to innovate quickly to create meaningful and personalized experiences for residents.

Successful community programming is one of the pillars of library service for the Desert Foothills Library. Reporting to the Assistant Library Director, you will be responsible for taking the lead in coordinating, planning, and executing programming that is educational, entertaining, and enriching for our adult members. You will also work closely with the Advancement Manager to assist with marketing and hosting special events.

You will cultivate relationships in the community and region that will allow valuable insight into the needs of our patrons along with program connections. Importantly, you will work with local organizations to reserve meeting spaces and private room rentals.

Essential Functions

- Plan and execute programs, presentations, workshops, and participatory experiences for adult patrons.
- Work with individuals, companies, and organizations to rent rooms or create profit sharing programs and events.
- Partner with Advancement Director to promote programs via publicity releases, flyers, social media and online calendar. Assist with special events such as new library card happy hours, donor appreciation events and fundraisers.

- Develop strong, positive, mutually beneficial relationships that grow and deepen the Library's connection in the community and expand access to a wide variety of high-quality programming.
- Serve as the Library liaison to new and existing partners and stakeholders and reflect the Library's mission and service standards in all interactions.
- Maintain statistics and conduct analysis of existing and future programs to continuously assess, innovate and understand key performance indicators. Prepare and submit monthly narrative and statistical reports to Executive Director.
- Coordinate the annual and quarterly strategic plans for library programming services, including coordination of goals, committees, deadlines, meetings, event planning, statistics and budget management.
- Maintain an active and advanced working knowledge of programming resources, relevant trends, funding sources, and best practices.

Preferred Qualifications

- Ability to establish and maintain positive and productive working relationships with staff and the public to achieve overall library goals.
- Ability to successfully manage projects, organizational initiatives and efficiently meet deadlines.
- Ability to retain, abide by, and explain organizational procedures, process, policies and operations.
- Demonstrates learning agility and the ability to take risks and change course.
- Demonstrates knowledge of trends in library service design, community engagement and collaboration, library programming, and experiential learning.
- Demonstrates excellent written and oral communication skills.
- Demonstrates proficient computer skills with the ability to learn and incorporate emerging technologies into daily work.
- Flexibility to work evenings and weekends, and to be "on-call" for emergencies.
- Have a valid AZ driver's license.
- Master's degree in Library Science from an American Library Association accredited school.

Salary & Benefits

\$45,000 - \$52,000

Competitive benefits package including medical insurance, matching 401k and vacation.

Submission

Please submit a cover letter and resume to Executive Director Anne Johnson at ajohnson@dfla.org

