



## Job Posting for Events & Exhibitions Manager

**HOURS & SALARY: Full-time, 38 hours per week, Exempt position with a hiring range of \$67,000 – \$85,000 annually.**

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The Library Journal 2008 Library of the Year, Laramie County Library System is a hub for engagement, literacy and learning, and lifelong curiosity and discovery. With nearly 385,000 yearly visitors to a 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System champions a knowledgeable and engaged community.

The Laramie County Library System has recently received a multimillion dollar endowment specifically designated for public events and exhibitions and is seeking an experienced and innovative individual to ramp up our public event offerings and to be part of our upcoming public engagement and strategic planning process.

The Events and Exhibitions Manager envisions, develops and sets the strategic direction for library events and exhibitions system-wide. The Manager spearheads signature events for the library system; collaborates with staff and community partners to plan and deliver innovative events and exhibitions that are of interest to the community; and fosters community relationships which contribute to the overall success of library events and exhibitions. They manage the events and exhibitions budget, and are responsible for evaluation, data analysis and statistical reporting of events and exhibitions and collaborates with their peers to develop policies and procedures.

### **MINIMUM REQUIREMENTS**

- Education and experience: Master's degree in Library Science and a minimum of five years of experience in a public library including experience organizing all aspects of a program and delivering program, events or exhibitions in a library, educational institution, community non-profit or adult learning organization; **OR any equivalent combination of education, training and experience** which provides the requisite knowledge, skills and abilities for this job.
- General skills: Skill in designing, preparing, promoting, implementing, delivering and evaluating events and exhibitions.
- Technical skills: A working knowledge of computer applications relevant to the delivery of programs and events such as Microsoft Office suite and information databases.

### **PREFERRED QUALIFICATIONS**

- Previous experience as a supervisor.
- Proven skill with solving problems, negotiating and handling stressful situations positively.

- Spanish language skills and/or experience working with patrons from a variety of ethnic and cultural backgrounds.

## **APPLICATION PROCESS**

Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (available at [HTTPS://lclsonline.org/work](https://lclsonline.org/work)) and submitting a cover letter, and resume. **The application deadline is Friday, May 31, 2024, 11:59p.m.**

## **WORK SCHEDULE**

Work schedule will be predominantly normal business hours (8:00 a.m.-5:00 p.m. or 9:00 a.m.-6:00 p.m. or a variation thereof) Monday through Friday but will consist of weekend and evening hours based on event and exhibition needs. This position may have the flexibility to work from home 1-2 days per week as part of their normal schedule after the training period.

## **BENEFITS**

- LCLS pays 100% of the employee contributions to the Wyoming Retirement System (WRS). The total rate is currently 18.62% of gross earnings (the employee rate is 9.25% and the employer rate is 9.37% of gross earnings). WRS is a pension plan that will pay lifetime benefits, regardless of the account balance, when age and service requirements are met.
- Employees pay into Social Security.
- LCLS also pays 100% of the premium for \$25,000 term life insurance policy for the employee.
- This position receives paid time off for 13 holidays, vacation and sick leave, and an annual personal day.
- Vacation leave is accrued based on the number of hours worked, so is not a lump sum, but is earned over time. Employees are eligible to use vacation leave after six months of employment (prior commitments negotiable). For the first two years, employees earn up to two weeks of vacation leave per year. The number of weeks of vacation leave increase with years of service.
- Medical insurance and a separate dental plan are available at the employee's option. LCLS pays 85% of the cost for the medical and dental insurance premiums and the employee pays the remaining 15%.
- A deferred compensation plan, prepaid legal services agreement, vision coverage, and other supplemental insurance options are also available at the employee's expense.
- Employees may join the YMCA without an initiation fee.
- Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

*LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988. Hiring is contingent on a post-offer background check.*

## **QUESTIONS**

For questions about this position, contact Antonia Gaona, Executive Director/County Librarian at [agaona@lclsonline.org](mailto:agaona@lclsonline.org) or at 307.773.7222.