

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
Events & Exhibitions Manager	EXEMPT
Division	Pay Grade
PUBLIC SERVICES	39

JOB SUMMARY

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 exhibitions and collaborates with their peers to develop policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides overall leadership and direction for events and exhibitions system-wide and on short- and long-range projects and issues, as well as ongoing processes involving multiple work groups and community partners. (25%)
2. Develops, schedules, produces, and evaluates signature events for the library system, including educational and cultural events and exhibitions for patrons. Coordinates program logistics including booking presenters, organizing supplies, overseeing setup and takedown, and serving as a facilitator. (25%)
3. Provides strategic oversight of events staff, as well as exhibitions coordinators, and fosters a participatory culture that is open, positive, and supportive. Encourages employees to be accountable for their work and take ownership in their performance, development, and accomplishments. Works with the supervisors to manage and evaluate the performance of the events and exhibitions staff to ensure work is completed effectively, cooperatively and efficiently, and ensure resources and assistance are provided as appropriate. (15%)
4. Oversees grant funding requests on behalf of workgroup and partners with Laramie County Library Foundation to achieve common goals. Manages the events and exhibitions budget and collaborates with colleagues in others to ensure funds are used efficiently. (15%)
5. Cultivates relationships with community partners who share a common customer with the library to identify, plan, and implement large-scale system-wide events, including the Summer Reading Challenge. This includes establishing and sustaining strong relationships with government, education, corporate and non-profit entities in order to make the library a key partner in the civic life of Laramie County community members. Serves as liaison with community groups and identifies and analyzes emerging community issues and needs to determine direction for events and exhibitions. (10%)
6. Oversee data collection and analysis for library events and exhibitions through a variety of evaluation methods and community engagement opportunities. Collects and prepares reports for events and exhibitions. Implements new policies, procedures and best practices consistent with the Library’s mission, goals, and objectives. (10%)

Additional Responsibilities:

- Works with Community & Media Relations (CMR) to coordinate publicity, volunteers, and exhibition-related events. Directs volunteers assisting with events.
- Communicates with supervisors, employees, volunteers, other divisions/departments, vendors, services providers and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Manages problems and issues concerning the public or staff and acts as a back up to other management positions as needed.

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- Develops and maintains an awareness of new literature, technologies, trends and advances in the profession; participates in related professional activities and meetings.

CUSTOMER SERVICE

- Provides exceptional customer service.
- Maintains patron confidentiality in compliance with Wyoming state law.
- Maintains knowledge of procedures and policies of Laramie County Library System.
- Serves as a member of the management team to enforce the Library Code of Conduct, following guidelines for applying standards and consequences, and issuing suspensions when needed. Enlists assistance from other employees, managers, administration, security, and law enforcement as needed. Reports violations in a timely and professional manner.

Minimum Qualifications:

- 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.

PHYSICAL EFFORT AND WORKING ENVIRONMENT

Work primarily in an office setting. Work may include extended periods of time viewing a computer monitor and operating a keyboard. Requires sufficient manual dexterity that permits the employee to operate a computer, office, and library equipment.

Work will include physical work with handling items, frequent walking and standing, and occasional lifting items up to 40 pounds, and pushing wheeled carts over 100 pounds, and moving tables and chairs. Sufficient personal mobility and physical reflexes which permit the employee to work in a multilevel facility. Seeing, hearing, and speaking required.