Job Description

Position Title: Events Production Programming Aide

Classification: B

Supervisor Title: Events Production Department Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of the Events Production Manager, this employee assists library staff and patrons with events and programs.

Specific responsibilities will be assigned by the Events Production Manager on the basis of experience, skills, and specific needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Must be at least 16 years of age.
2. Knowledge of routine library functions and procedures.
3. Ability to work with detail, precision and accuracy.
4. Ability to perform repetitive work for up to an hour.

## ESSENTIAL FUNCTIONS

1. Assists library staff and presenters before, during, and after programs with set ups and takedowns.
2. Assists library staff with event management including directing public to appropriate queues, handing out materials, and providing information about event.
3. Assists with gathering attendance statistics.
4. Monitors the library programming space to ensure proper use.
5. Directs patrons to the appropriate personnel or service desk.
6. Participates in relevant training, continuing education and/or staff development.
7. Performs other duties as required.

WORK ENVIRONMENT

Work is normally performed in an auditorium and occasionally at outdoor events. Noise level may vary from quiet to loud. The employee is required to work evening and weekend hours and their weekly schedule will vary.

PHYSICAL REQUIREMENTS

1. Constantly communicates with staff and patrons.
2. Frequently inspects and operates machinery with buttons or a touch pad.
3. Frequently moves about the auditorium to interact with staff and patrons.
4. Frequently ascends/descends projection booth stairs to operate equipment.
5. Occasionally positions self to clear the floor of debris.