



POSITION DESCRIPTION - Coordinator of Public Programs

Linda Hall Library, is seeking a highly organized and customer-focused Coordinator of Public Programs to join our Public Programs team.

The Linda Hall Library is one of the world's foremost independent research libraries devoted to science, engineering, and technology. Through the Library's collections, programming, and strategic partnerships, the Linda Hall Library brings science to life in new and relevant ways to help others better understand the world in which they live. A nonprofit, privately funded institution, the Library is open to the public free of charge.

The Public Programs department of the Library plays a critical role in realizing the Library's strategic plan by designing, promoting, and implementing a diverse range of programs that draw upon the strengths of the collection to energize varied audiences, both local and international. The robust programming platform at Linda Hall Library consists of live virtual, in-person, and asynchronous content for the intellectually curious, emphasizing programs that connect science and society.

JOB PURPOSE:

The Coordinator of Public Programs is a key member of the Public Programs department with primary administrative and operational responsibilities for all aspects related to in-person, virtual, and asynchronous programs hosted by the Library. Reporting to the Vice President of Public Programs, the Coordinator of Public Programs will perform a variety of tasks associated with the day-to-day operations of the department, supporting the overall development of the Library's expanded programming repertoire.

KEY ACCOUNTABILITIES/ESSENTIAL FUNCTIONS

1. **Organization and Communication:** Coordinate logistics for each Library-sponsored public event, working closely with Facilities, Information Technology, and other Library departments as needed. Liaise with speakers and community partners, manage program logistics, and attend and assist with event operations as needed.
2. **Scheduling and Project Coordination:** Maintain public programming content on the Library's website and event registration platforms. Support programmatic timelines and calendars, ensuring all deadlines are met.
3. **Audio Visual Lead:** Support the setup, operation, and maintenance of audio-visual equipment during events to ensure appropriate quality. Assist with streaming and production of virtual public programs and with the post-production editing of recorded programs.
4. **General Administrative Support:** Manage the operational responsibilities of the department to include reporting, communications, budget reconciliation, contracts,

and payment processing as needed. Assist with reports, program evaluations, and records management. Organize and track supplies and materials.

5. **Other Duties:** Complete all other duties as assigned or requested for the general support of the Library.

Education and Experience

- Associate's degree required; Bachelor's degree in education, communications, film & broadcasting, or another related field of study is preferred.
- 2 years of project coordination, customer service, and/or administrative experience required.
- Production experience and familiarity with event planning software are a plus.

Core Capabilities

- Customer Focus: Establishes good rapport by helping all customers feel valued, appreciated, and included. Acts promptly with customer needs in mind. High level of comfort with public engagement.
- Attention to Detail: Demonstrated organizational and time management skills.
- Adaptability: Able to work on multiple projects simultaneously. Able to work nights, weekends, and offsite as necessary. Willingness to learn new skills as goals and procedures change.
- Technology: Comfortable with technology and/or learning how to use video production equipment and event registration and streaming platforms Zoom, Eventbrite, and Splash.
- Diversity: Understands and respects practices, customs, values, and norms of other individuals and/or groups. Demonstrates appreciation of the unique contributions of other individuals and peers. Behavior and actions show investment in the institution's commitment to diversity.

Benefits:

- Work-life balance including generous Paid Time Off schedule
- Medical and dental insurance
- Flexible Spending Account (FSA) and HSA option
- 403(b) plan with generous company match after 6 months of service
- Life insurance
- Paid long-term disability

Working Conditions and Physical Demands

90% of working conditions are typical of an office environment, and 10% are typical of an event planning environment. While performing the duties of this job, the employee will frequently move hands and fingers repetitively while typing or writing. Occasionally required to stand; walk (traverse from one location to another); sit at a desk for extended periods; reach with hands and arms. During events, the employee will occasionally be required to stand or walk for an extended period; work outside regular business hours; and at offsite locations. May occasionally lift up to 20 lbs.



TO APPLY: Please submit an application (available at <http://www.lindahall.org/employment>), cover letter, resume, and references to personnel@lindahall.org.

COMPANY VALUES/STATEMENTS

The Linda Hall Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.