



# Mattituck-Laurel LIBRARY

PO Box 1437  
13900 Main Rd.  
Mattituck, NY 11952  

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631-298-4134  
[www.mattitucklaurellibrary.org](http://www.mattitucklaurellibrary.org)

## Full-Time Programming Coordinator – Adult Services

35 hours per week. Includes weekdays, evenings and rotating weekends, as needed.

### Duties Include:

#### Programming

- Creates and implements a regular and diverse schedule of adult programs and special events that meet the needs of the Mattituck/Laurel community.
- Research, contacts, and negotiates with potential program presenters.
- Sets up program space and assists presenters as needed.
- Straightens up program space following all programs or arranges clean-up as needed.
- Maintains currency of knowledge of library and programming trends.
- Participates in professional groups, listservs, and other opportunities for learning and networking.
- Actively seeks and utilizes feedback, ideas, and recommendations from staff, patrons, community members, and others regarding Adult Programming.

#### Marketing

- Coordinates with Graphic Designer/Website Manager to create effective print and online marketing materials.
- Engages community partners, patrons, and staff in the promotion of library programs through outreach, publicity, and displays.
- Represents the Library at community or professional meetings, as needed.

#### Administration

- Maintains accurate and up-to-date statistics for programs.
- Provides program summary and evaluation reports as requested.
- Manages programming budget, contracts, invoices, receipts.
- Keeps online program calendar up to date.
- Distributes promotional materials and press releases to area libraries and local media outlets.

### Education and Experience

- High school diploma or GED required.
- Bachelor's degree preferred.
- 2+ years of relevant experience including planning and presenting programs, events, and exhibits.
- Or equivalent combination of education, training, and work experience that will provide the required knowledge and skills.

**Salary range:** \$45,500 - \$50,500

*Benefits package including NYSHIP health benefits, TIAA 403b retirement plan, and paid time off.*

*This is not a civil service position.*

Please email [employment@mattlibrary.org](mailto:employment@mattlibrary.org) with your letter of interest and resume by October 21, 2024.