MidPointe Library – Event & Programming Supervisor, Adult – Full Time – Middletown OH

Be a part of MidPointe’s centralized event and programming services!

As an Event and Programming Supervisor for adult programming, you are part of the Community Engagement (CE) team & will use the strategic plan as a guide to develop services & programs for adults. You would lead the planning, implementation, & evaluation of virtual & in-person programs & events, including the summer reading program, as well as provide support & guidance to CE & staff working on programs & events, assist with the online calendar, contribute to marketing efforts and have supervisory duties. You would also cultivate existing, & develop new, partnerships with agencies, organizations, & higher education institutions throughout the library service area to enhance program & event development.

MidPointe is located on the east side of Butler County, Ohio in a vibrant, dynamic, diverse community that enjoys community support. Nestled between Cincinnati and Dayton, the county has a wide variety of schools, entertainment, dining experiences, sports, and cultural events. We have something for everyone!

To Be Successful, you will need to:

- Have a bachelor’s degree. A master’s degree in library science from an ALA accredited institution is highly desired.
- Have a minimum two years job related experience, including creating & presenting programs & events, and supervisory experience.
- Have a valid driver’s license, and be insurable, or have the ability to travel to branches, programs, & events.
- Provide leadership & direction to the adult programming team, have budgetary, supervisory, interpersonal, and presentation & training skills to instruct adults in a variety of topics.
- Have the ability to oversee system-wide public service programming, outreach & events.
- Have an expert level knowledge of popular reading materials, movies, music, and interests of adults.
- Prioritize; handle confidential information; work independently & in teams; maintain composure in stressful work situations; adapt readily to change; problem solve, be organized, efficient & creative.
- Have excellent computer skills & be proficient with software such as graphics programs, online calendars, the Internet, Google Drive, Microsoft Office, the library catalog, and databases.
- Interact with vendors, performers & community members in a professional manner.
- Have excellent verbal & written communication skills, including excellent grammar.
- Be able to learn & carry out the responsibilities of the assigned position.
- Have regular and predictable physical attendance as required.

Hours:
Full time 40 hours per week with a flexible schedule of mostly days; some evenings & weekends as required.

Rate of Pay:
The pay range is $20.96 – $36.30; the rate depends on experience. This is a non-exempt position.

Benefits:
Include state retirement; direct deposit; medical, HSA, dental, vision, & life insurance; accrued vacation, sick time, & short-term disability; paid holidays & floating holiday pay; personal days; education reimbursement; granted Emergency Paid Sick Leave for Covid time off purposes; attendance to conferences, workshops & more.

Physical Requirements:
- Be able to work in areas that contain dust or other possible allergens.
- Must be able to lift, carry books and other materials, carry loaded book crates that could weigh up to 50 pounds, and may move loaded book carts that could weigh up to 200 pounds.

Apply:
Complete a required MidPointe Library System employment application found at:

Inquiries:
The full job description for this opening is available on our website at: https://www.midpointelibrary.org/page/jobs. Please, only call the library if you need assistance in completing the required online application.