

CULTURAL PROGRAMMING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under administrative supervision, the incumbent plans, organizes, schedules and promotes programs and events at a public library whose mission is to be a welcoming community center for human interaction, intellectual stimulation, and cultural enrichment for people of all ages. The goal is also to provide, through books and other informational educational and cultural materials, including nonprint resources, events and programs, a place where the experience of the past can meet the needs of the present and future. This includes responsibility for selecting program and event topics, developing funding sources, promoting the programs, and performing community outreach. Work also involves maintaining records and statistics relating to the area of responsibility and preparing reports related to programs and events to include attendance, program evaluation, costs, revenue, etc. Independent judgment is exercised in selecting program topics, presenters and planning. The incumbent may exercise oversight during the set-up and "take down" of a program. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops, organizes, schedules and implements informational, educational and cultural events and programs for the public library;

Prepares grant proposals by performing research, gathering information, and preparing documentation required by the grantor;

Develops program ideas by working closely with librarians, library staff, teachers, library patrons and community groups and implements outreach strategies to reach non-library users;

Coordinates program presentation with tours, book discussions, and exhibits; arranges transportation, restaurant/catering, secures reservations, as needed;

Participates in the preparation of budget estimates for programs;

Prepares promotional material for library programs and events; composes press releases, and community mailings; produces and distributes a monthly calendar of community events;

Coordinates publicity material with graphic artist and library webmaster;

Appears on weekly cable TV show publicizing community events; participates in videotaping every adult library program for cable broadcast;

Maintains a list of program participants;

Compiles statistics and data on all programs and prepares reports and updates as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the community served by the school district; good knowledge of writing, layout and public relations; familiarity with modern library policies, aims and services; ability to express ideas clearly and effectively, both orally and in writing, to individuals and to groups; ability to function as team leader in the planning and implementation of library programs; ability to read and understand written material; ability to work independently; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tact and courtesy in dealing with staff and the public; initiative; patience; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six years experience planning and implementing programs for the public in a library, government agency, or non-profit organization.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years of the experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum qualifications will be considered in evaluating experience.

SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.