

**BASALT REGIONAL LIBRARY  
JOB DESCRIPTION**

<b>Job Title</b>	Music Program Coordinator	<b>Salary/Wage</b>	\$25
<b>Reports To</b>	Executive Director	<b>Status</b>	Part Time, Hourly, Non-Exempt
<b>Department</b>		<b>Hours</b>	20 hours per week, may require evenings and weekends

**General Description**

The Music Program Coordinator coordinates, plans, implements, and evaluates library programs that are educational, entertaining, and enriching for patrons of all ages. This position works closely with library partners to enhance library programming. This position works collaboratively with other library staff to coordinate development of library programs. This position staffs the public service desk as needed.

All Library staff are expected to provide quality customer service with both internal and external customers and to establish and maintain effective working relationships in a team environment.

**Essential Duties and Responsibilities**

- Researches, plans, coordinates, implements, and evaluates music concert performances for all ages at the library
- Selects a broad range of music programs and performers geared to meet the various diverse tastes of the valley
- Negotiates and writes contracts with performers for the Executive Director's signature
- Manages adult music program budget, makes annual budget requests for same
- Plans, writes, selects musicians for, and coordinates Tunes and Tales summer program for children in collaboration with Children's Librarian
- May assist in writing grant requests for funding for music program
- Researches outside funding sources and solicits funds from potential donors
- Actively and creatively promotes music programs in collaboration with, and under the guidance of the Marketing department
- Supervises the distribution of event promotion posters in the area
- Creates and delivers promotion emails to "Friends of Music" mailing list
- Writes and prints programs for each performance
- Schedules rehearsal times in performance space for performers
- Makes logistical arrangements for performers, such as lodging, transportation, meals, etc.
- Sets up and tears down performance space for concert including chairs, stage (if requested), floral arrangements, and snacks for performers

- Schedules piano tuning
- Acquires and provides requested sound equipment, lighting, music stands, etc.
- Greets the audience and distributes programs.
- Plans for and acquires food and drinks for receptions before concerts
- Develops and maintains partnerships with community organizations in support of the music program
- Collaborates with local organizations
- Develops and maintains awareness of societal trends in music performance
- Recommends books for adult music collection
- Maintains library's collection of music in various formats
- Assesses library equipment and makes recommendations for repair or improvement
- Provides reference and readers advisory services to patrons of all ages
- Recommends changes to policies and procedures for improved library services
- Enforces Library rules and regulations
- Works to maintain a fun, safe, and positive environment which encourages intellectual curiosity and a love of reading
- Works at the public service desk, checks in items, shelves books, and performs other circulation tasks as assigned
- Performs other duties as assigned

#### **Knowledge, Skills, and Abilities**

- Knowledge of various music genres and the history thereof
- Ability to speak with musical intelligence to performers of all levels
- Knowledge of required performance skills and ability to judge quality of same
- Ability to provide comfortable and relaxed performance environment for all performers
- Ability to create detailed plans in advance
- Ability to implement contingency plans in emergency
- Excellent written and verbal communication skills
- Ability to plan, implement, and evaluate programs and events
- Must possess excellent customer service skills and be a self-starter
- Ability to learn library operating systems, office equipment, and other technologies
- Ability to provide efficient and courteous patron service to a diverse patron population
- Ability to handle patron complaints and to resolve difficult situations
- Ability to learn and become proficient in the skills, functions, and technologies required to perform job duties

#### **Education and Experience**

- A Bachelor's degree is required
- Bilingual fluency in Spanish and English is preferred
- An equivalent combination of education and experience may be considered on the basis of one year of experience for each year of education.

**Physical and Environmental Working Conditions**

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone
- Ability to work in a sedentary office environment
- Standing in work areas and walking between work areas may be required
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information
- Ability to push a book cart to move and shelve books.
- Ability to lift, carry, push, and pull materials and objects up to 30 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff
- Occasional work outdoors and in diverse environments
- Reasonable accommodations will be made for otherwise qualified individuals with a disability

Employee Signature	Date

The Basalt Regional Library District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.