



Position Description

Job Title	Exhibit Room Coordinator
Department	Library
Employment Status	Part time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for the daily operations of the Library Exhibit Room, including setting up library exhibits, making and maintaining contact with exhibitors, scheduling and training volunteers, maintaining supplies and producing public relations pieces for exhibits.

Supervision

Received	Library Director, Library Board and Library Foundation
Exercised	Supervises Exhibit Room Committee volunteers.

Teamwork

- Relationships/interactions with teammates
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention
- Demonstrates a commitment to offer the best customer service
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person
- Promotes a positive public image to patrons and teammates.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Plans and facilitates monthly meetings with Exhibit Room Committee; schedules library meeting room;

maintains contact with Committee members via email, phone or mail; recruits new Committee members.

- Prepares monthly reports for the Library Board and attends Board meetings to present the report.
- Prepares an annual budget and annual report for the Exhibit Room and presents it to the Library Foundation.
- Serves as liaison with the library staff; keeps staff informed of upcoming exhibits and related items; participates in planning related library and community group programs.
- Oversees the setup of new exhibits; helps volunteer chairperson with arrangements; arranges transportation and set lights; obtains background information; helps with labeling; host receptions and/or programs and oversees take down of shows.
- Investigates possible exhibits and related programs; makes initial contact with exhibitors; screens shows for appropriate exhibition in library' writes grant applications.
- Markets shows and exhibits; creates posters and brochures; submits information to local and regional newspapers and television; updates bulletin boards and outdoor sign and creates other publicity pieces; posts information to Library website and social media.
- Assists the Library Foundation and Library Director in fundraising efforts; maintains mailing lists; racks donations received; sends recognition of donations; maintains accounting of contributions made to the Exhibit Room (donation box).
- Makes public presentations and attends meetings with community groups to promote Library Exhibit Room activities.
- Recruits, trains and schedules volunteers for the Exhibit Room.
- Schedules and conducts private tours.
- Maintains an historical record of exhibits (scrapbook, newspaper articles, photographs, etc.)
- Orders supplies and equipment as needed.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school with a background in museum studies, design or art preferred and some experience working with volunteers preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	<ul style="list-style-type: none"> • Communicate effectively, both orally and in writing • Work independently with minimal supervision • Establish and maintain effective working relationships with the Library Board and Library Foundation, supervisors, coworkers and the general public
Skill in	<ul style="list-style-type: none"> • Public relations • Organization and time management

Necessary Special Requirements

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.