

Hartford Public Library seeks a full time Hartford History Center (HHC) Education/ Community Outreach Manager

SUMMARY OF RESPONSIBILITY:

The HHC Education/Community Outreach Manager works as part of a small team of professional staff to implement an innovative vision for the Hartford History Center, Hartford Public Library's museum and archive, that will deepen public understanding of Hartford's rich multicultural history through the delivery of innovative programs and services. This role develops, delivers and evaluates public programming and services, including exhibits, for an inter-generational audience to advance Hartford Public Library's vision and mission. Additionally, s/he will work with learners of all ages to re-examine the past in light of the present in order to create new pathways for robust dialogue and community building.

Essential Functions:

- Establishes and directs education and outreach programs, website and social media outlets related to the Library's Hartford History Center;
- Plans, directs and supervises employees; recruits, recommends hires, trains, disciplines staff; prepares work assignments and schedules.
- Conducts grant writing and execution of grants as project manager.
- Undertakes research related to Hartford history that leads to program development, exhibitions, digital content and the creation of supporting material to support common core standards that integrates the historical collections housed in the Hartford History Center;
- Promotes community use of the Hartford History Center by speaking to community groups and through outreach to other community and educational contacts.
- Responsible for maintenance of special collection workflow; assists in the cataloguing of books, the processing of archival materials; and, in the development of finding aids and metadata for online resources;
- Serves as a part of a cross-departmental team that creates and executes mission driven events, programs and exhibits through the integration of historical collection materials;
- Answers reference questions and works the public service desk in the Hartford History Center;
- Reads in a variety of fields and genres and develops and practices readers' advisory skills to promote reading for every age and reading level is preferred.
- Assesses customers' requirements and abilities, and appropriately identifies materials, databases and Web sites to match their needs.
- Develops and delivers reports and presentations to senior HPL management, and other groups as needed.
- Prepares daily, monthly, and annual reports as required.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
- Keeps informed of current trends, improved programs and processes to better meet the needs of the community.
- Provides welcoming customer service to all customers.
- Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.

Other Functions:

- Participates in the overall administration of Hartford Public Library through committee or taskforce assignments.
- Participates in community activities and maintains contacts with professional organizations in order to better provide services and to meet the objectives of the library.
- Performs related duties as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

QUALIFICATIONS AND COMPETENCIES:

- **Master's Degree in library science from an ALA-accredited program** or in a related field of museum studies, public history, education and/or urban studies required.
- Mastery of archival and/or library standards, procedures, and access systems preferred.
- Thorough knowledge of and background in various types of informational materials in a variety of formats including electronic.
- Solid project management skills are required.
- Strong commitment to working within a team environment is required.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Bilingual, ability to communicate in Spanish strongly preferred.
- Strong public relations skills.
- Solid working knowledge of all MS Office suite software is required.
- Ability to design, develop, and proofread written and visual materials.
- Ability to provide welcoming and effective customer service.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, and the public.
- Ability to work independently.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Ability to think quickly, assess a situation and make a sound decision.
- Ability to work a varied schedule inclusive of evenings and weekends.
- Ability to create clear and concise reports, and to deliver them verbally to a wide variety of audiences.
- Ability to deal effectively with external stakeholders including elected officials and donors.
- Access to reliable transportation is required.

Mental and physical requirements:

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

- Must be able to perform continuous bending, twisting, stooping, reaching, pulling of a cart, and lifting of moderate to heavy weight material up to 50 lbs.
- Must be able to walk, sit and stand for extended periods during the shift.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

- Ability to keep his/her composure with the public and co-workers in everyday, potentially stressful situations.