



**Henderson County Public Library
Special Events Coordinator
Job Description**

Job Summary:

The Special Events Coordinator is responsible for the creation, implementation and evaluation of signature events supporting both HCPL's internal events and third-party rental events. Internal events may include, but are not limited to, concerts, author visits, virtual programs, podcasts, and cultural events and might be in-person, virtual, or hybrid. These events are a unique way for the Library to reach out to the community promoting the Library's mission while at the same time providing interesting and creative activities for the residents.

In addition, the Special Events Coordinator will plan and coordinate an efficient and effective use of Library event spaces while serving community needs. The Special Events Coordinator will make sure private and public special events go smoothly, exceed customer expectations, and establish the Library as a destination for special events.

Specific Duties and Responsibilities:

- Oversee, develop, and implement a multi-year vision and plan for signature events within the library, aligning with HCPL's mission, vision, and strategic priorities.
- Collaborate with internal and external stakeholders to design, develop, and oversee the implementation of high-profile library programs and special events at the library.
- Develop and create programs in multiple formats and through various channels, including in-person programs, podcasts, live-streaming, virtual, and other forms of distribution.
- Coordinate presenter travel to and from Henderson, arranging airfare, lodging, and ground transportation as needed.
- Ensure a welcoming and accessible tone for programming and events, including the delivery of opening and closing remarks, as needed.
- Act as the central point of contact for inquiries about reserving event space and main contact on the day of the event.
- Develop, implement, and oversee procedures for public and private special events at the Library.
- Market event spaces and coordinate event schedules.
- Plan special event details inclusive of guest needs. Maintain a high level of communication with guests planning events.
- Coordinate with IT for audio and video needs, while becoming an authority on the in-house

technology.

- Provide tech support to individuals and/or organizations utilizing the event space.
- Must have flexibility to coordinate evening and weekend events within a 40-hour work week.

General Duties and Responsibilities:

- Maintain good relations with the public and staff.
- Follow policies and procedures consistently.
- Attend and participate in meetings, workshops, and conferences as appropriate.
- Perform other duties as assigned.

Education and Experience Requirements:

- Bachelor's degree in event management/planning or related discipline or proven success as an event planner or coordinator is required.
- Experience in marketing and/or public relations.
- Ability to write grammatically correct press releases, professional correspondence, and program descriptions is required.
- Public library experience preferred, not required.

Specific Knowledge, Skills, and Abilities:

- Ability to establish and maintain rapport with customers and provide a high level of professional customer service.
- Ability to manage customer concerns positively and proactively.
- Ability to quickly adapt, handle pressure with grace, and make split-second decisions.
- A thorough knowledge or willingness to learn about the culture of the community.
- Knowledge and understanding of meeting and event planning principles.
- Knowledge of program evaluation techniques.
- A clear understanding of the library's public service mission and a forward-thinking vision regarding the library's role in the community.
- Strong presentation skills.
- Proficiency with Windows-based PCs, Microsoft Office products, Apple products, web searching, and email.

General Knowledge, Skills, and Abilities:

- Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.
- Ability to multi-task, create acceptable products by strict deadlines, and work effectively with a variety of people and situations.
- Excellent written and verbal communication skills.
- Ability to maintain records in a standard, orderly, and systematic fashion.
- Ability to pay close attention to details and concentrate on work with frequent interruptions.

- Ability to analyze and creatively solve problems related to the position.
- Initiative, energy, and imagination are necessary to perform job functions with minimum direction.
- Flexible, adaptable, and able to flourish in a changing environment.
- Ability to cross-train in order to perform other duties and responsibilities as required.
- Possession of valid driver's license and good driving record. Willingness to use personal vehicle to attend meetings, make presentations, etc. Mileage is reimbursed.

Physical Requirements:

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly required to stand; sit; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

Work Schedule:

This is a full-time position that requires 40 hours per week. Varied schedules may include mornings, afternoons, evenings, and weekends in various departments. Dependability and diligent attendance are required.

Supervisor:

Circulation Manager, Circulation Assistant Manager, and Library Director