

Special Events Coordinator (PT)

Description

The Washington County Free Library (WCFL) seeks an organized and detail-oriented part-time Special Events Coordinator to plan and/or coordinate special events at the library. Position is responsible for ensuring that relevant events go smoothly and exceed customer expectations, while also ensuring the efficient and effective use of library event spaces in coordination with the Executive Administrative Assistant. Special events may include, but are not limited to, private parties meeting established criteria and larger library-wide events, in cooperation with administrative staff.

The successful candidate will be professional and resourceful and have strong interpersonal skills, along with the ability and willingness to set up and breakdown tables as needed. This position will also require the ability and willingness to consistently work Saturdays and evenings when events are scheduled.

Located in Western Maryland, in the tri-state area where Maryland, West Virginia, and Pennsylvania meet, WCFL is a rapidly developing system dedicated to building a strong and vibrant community. By facilitating the public's freedom to explore, learn, and transform, WCFL connects people to ideas and resources and to each other, helping to foster individual and community growth.

Location: Fletcher Branch (Hagerstown) of the Washington County Free Library.

Hours: Part-time, 20 hours per week (non-exempt); varied days and hours, including evenings and weekends; position subject to system-wide reassignment.

Salary ranges: Anticipated hiring rate will be \$18.70/hour; pro-rated benefits provided.

Essential Job Duties and Responsibilities

This list is representative and may not include all the duties this position entails:

- Collaborates with internal and external stakeholders to design, develop, and oversee the implementation of high-profile and other special events at the Washington County Free Library.
- Manages the use of meeting rooms for approved private parties and other special events in accordance with the *Meeting Room Policy* and the corresponding procedures, under the direction of the Director of Operations.

- Acts as central point of contact for inquiries regarding reserving library space for private parties and other special events, and as the main contact leading up to and on the day of the event.
- Discusses, collects, and records payment from groups and individuals, when applicable; creates reliable documentation per instructions from the Chief Financial Officer.
- Attends library special events and/or private parties to ensure successful implementation; coordinates or provides on-site logistical support; and ensures that event set up and cleanup is completed.
- Troubleshoots meeting room scheduling conflicts with the Executive Administrative Assistant.
- Sets up special event spaces as specified; coordinates with Maintenance staff if needed.
- Coordinates requests for wedding photography and/or weddings in accordance with the *Policy for Photography and Filming*, under the direction of the Director of Operations.
- Coordinates requests for the use of library facilities by the movie or music industry for filming major entertainment projects where a library setting is called for in accordance with the *Policy for Photography and Filming*, under the direction of the Director of Operations.
- Participates in committees related to assigned events.
- Other duties as assigned.

Skills and Abilities

- Strong interpersonal and communication skills, including the ability to correspond on a professional level.
- Proficiency in the current version of the Microsoft Office suite and other applicable Microsoft apps and associated platforms.
- Creative problem-solving skills, and the ability to manage patron concerns positively and proactively.
- Ability to establish and maintain effective work relationships with contacts encountered in carrying out the responsibilities of the position.
- Ability to organize work, set priorities, use time effectively, meet deadlines, and be as flexible as needed.
- Knowledge and skills necessary to work effectively both independently and as part of a team.
- Ability to work a flexible schedule and to regularly lift, bend, move, push and pull heavy carts, tables, and chairs, and remain standing for long periods of time.

Qualifications & Requirements

Education & Work Experience Requirements:

- High School graduate (or GED) and the ability to successfully learn new technology applications and programs.
- The flexibility to coordinate evening and weekend events within a 20-hour work week.
- Ability and willingness to lift 40 pounds and setup, move, and/or breakdown tables.

- Possession of a valid driver's license and the ability and willingness to travel to other locations within Washington County.

Total Compensation Package

WCFL offers an extensive compensation package to reflect how much we value our employees. The following is what you can expect as a part-time, benefited Washington County Free Library employee:

- Prorated Vacation Leave, based on number of hours worked per week and years of service.
- Prorated paid Personal Days, based on number of hours worked per week.
- Prorated Sick Leave (unlimited annual carryover), based on number of hours worked per week.
- 14 paid holidays.
- State and Employee funded Defined Benefit Pension Plan (Maryland Teachers Retirement System).
 - Vested after 10 years of service.
 - Credit for prior active military service and unused paid Sick Days.
- Eligible to participate in 457b Deferred Compensation Program.
- Eligible for paid training for library and industry specific workshops and courses.
- Public Service Loan Forgiveness (PSLF) eligible employer.
- Work/Life balance programs through the Employee Assistance Program.
- Ability to purchase books and media for personal use at a discounted rate.

To apply: Email completed employment application to Admhr@washcolibrary.org. Application can be downloaded at <https://www.washcolibrary.org/>. Applications received by 5:00 pm on March 17, 2025 will be given first consideration.

The Washington County Free Library recognizes the principles of diversity and inclusion, and strives to ensure equal opportunities for its workforce, applicants, and community members. If you are a person who wants to make a difference, give back to your community, and be a voice for change, apply to the Washington County Free Library today.