



## **JOB POSTING #14-22**

**Title:** Full Time Library Assistant, Events Operations

**Location:** Burlington County Library & Branches

**Salary:** \$31,832

**Open:** 06/22/22

### **DESCRIPTION**

---

The Burlington County Library System understands the value of community events that enrich the lives of our customers and offer opportunities for learning, growth and personal development. The Events & Activities Department seeks a self-motivated individual who will help reach our goal by supporting day to day operations of the department. The ideal candidate will have excellent customer service skills, be solution oriented and contribute proactively as a team member.

Examples of principal duties:

- Support the Events and Activities manager with varying department tasks, such as but not limited to, scheduling of rental spaces, responding to public inquiries, assisting with marketing and promotional needs.
- Exhibit knowledge of basic meeting technology and be willing to learn new products that facilitate meetings, events and public gatherings.
- Maintain and work the A/V equipment, lighting and other pieces of technology used for hosting events in the library's 250-seat auditorium.
- Assist with oversight of the auditorium, including tracking regular maintenance of equipment and space.
- Suggest, assist and implement engaging and creative events and activities.
- Host presenters, Zoom events, auditorium shows and group use of meeting rooms.
- Daily set up of meeting room spaces such as tables, chairs and presentation equipment.
- Assist other departments and work in a team environment.
- Perform other duties as needed.

### **REQUIREMENTS**

---

- Ability to lift and move moderately heavy objects.
- Knowledge of Microsoft office products, specifically Excel.
- Strong written and verbal communication skills.

### **SCHEDULE**

---

Full time, 35 hours a week; Monday-Friday; 1-2 evening shifts a week; 1-2 Saturdays a month. 4 Sundays a year; Flexibility a must.

### **WE OFFER**

---

Medical, dental, prescription coverage, eyeglass plan, retirement program, group life insurance, deferred compensation, credit union, paid sick, vacation, personal and holiday leave.

Submit a resume and cover letter including **Job #14-22 by July 15, 2022** to [jobs@bcls.lib.nj.us](mailto:jobs@bcls.lib.nj.us)

*The mission of the Burlington County Library System is to enrich lives by providing opportunities for learning, growth, and personal development.*