

## ***Position Available***



# **Programming Assistant – Concerts on the Commons**

Part-time, temporary (May 1 – August 31)

Schedule includes: 15 flexible hours in May plus every Wednesday evening (4:30-9:30 pm) in June, July and August. (A total of 80 hours is budgeted for this position.)

Warrenville Public Library District is looking for a friendly, outgoing person who enjoys live music to assist with our outdoor concerts. You'll help with promoting our concerts through online calendars and social media (Facebook, Twitter and Instagram), then assist with concert activities including setup, cleanup and interacting with the audience, band and partner organizations.

### **Requirements:**

- High school diploma or GED.
- Experience working in a public facing, customer-service oriented role.
- Ability to write clear, concise informational posts for social media.
- Familiarity with Facebook, Twitter and Instagram.
- Ability to design simple digital images using software such as Microsoft Publisher, Canva, Adobe Photoshop, Illustrator or InDesign.

Salary: \$16.50/hour

Applications accepted until position is filled.

Submit cover letter and resume to:

Sandy Whitmer, Library Director  
director@warrenville.com

Warrenville Public Library District,  
28W751 Stafford Place, Warrenville, IL 60555

Job description available at [warrenville.com/about/jobs.php](http://warrenville.com/about/jobs.php)



**JOB TITLE:** Programming Assistant – Concerts on the Commons  
**DEPARTMENT:** Administration  
**FLSA STATUS:** Non-exempt  
**REPORTS TO:** Library Director  
**PAY GRADE:** 6  
**SUPERVISES:** None

### **JOB SUMMARY**

This temporary position (May 1 through August 31) provides basic marketing support and on-site supervision for the Library's Concerts on the Commons outdoor concert series. This position, if funded by a City of Warrenville Hotel Tax Grant, is strictly limited to activities related to Concerts on the Commons.

### **ESSENTIAL FUNCTIONS OF THE JOB**

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description. The employee is expected to possess the knowledge, skills and abilities needed to carry out these essential functions.

1. Provide excellent experiences for members and guests.
2. Process payment requests for performers and submits to accounts payable.
3. Maintain records and statistics related to Concerts on the Commons.
4. Create simple digital images to use in online promotions that meet the library's branding guidelines and aesthetics.
5. Enter concert information and images into online calendars including but not limited to DuPage Convention and Visitors Bureau, Arts DuPage and Daily Herald.
6. Create social media posts, including Facebook events, that promote the concerts and engage our followers.
7. Attend all concerts to:
  - set up library equipment for information table(s) and performers,
  - monitor performer set up and take down,
  - assist partner organizations with setup and take down,
  - provide performer access to "green room" and "hospitality,"
  - assist the library's lead staff person for each week's concert (this may include introducing band, promoting library services by interacting with audience or staffing an informational table, securing the building, etc.)
  - monitor and assist audience and
  - ensure area is clean and secure after concert.

## OTHER RESPONSIBILITIES

1. Cooperate with coworkers across all departments.
2. Refer questions to appropriate individuals, entities or other resources.
3. Communicate issues that arise to the person in charge and maintenance staff.
4. Assist with other concert-related activities that may arise.

## EDUCATION, EXPERIENCE AND SKILLS REQUIRED

1. High School Diploma or GED
2. Experience working in a public facing, customer-service oriented role
3. Ability to write clear, concise informational posts for social media
4. Familiarity with Facebook, Twitter and Instagram
5. Ability to design simple digital images using software such as Microsoft Publisher, Canva, Adobe Photoshop, Illustrator or InDesign.

## PHYSICAL DEMANDS / WORK ENVIRONMENT

These physical demands are needed to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approximately 25% of the employee's regular duties involve the use of a computer (keyboard, mouse). Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee works in an active environment and must be able to move quickly throughout the work environment. While performing the duties of this job, the employee will sit, stand, walk, push, move, bend, squat, reach and stretch. The employee must be able to climb stairs and walk on uneven ground. The employee must be able to lift 50 pounds and transport or move up to 50 pounds of materials from one location to another using a wheeled cart.

The employee must maintain effective auditory and visual discrimination and perceptions needed for making observations, communicating with others, reading, writing and operating assigned equipment. This position requires an extensive amount of verbal communication. Speech and hearing abilities are essential.

Some work is performed in a normal office environment where there is little or no physical discomfort associated with changes in the weather or discomfort associated with noise. Most work is performed in an outdoor setting which may expose the employee to significant heat and humidity. The employee may be expected to work outside during inclement weather (rain). The employee will be exposed to loud music and will be provided with ear plugs to wear during each concert.

## GENERAL PERFORMANCE REQUIREMENTS

In order to perform these duties effectively and in a manner consistent with the Library's commitment to high quality public service, every employee must possess, and will be expected to consistently exhibit, the following qualities and capabilities. Specific examples of behaviors for each competency are available upon request.

- **Teamwork**  
Builds good working relationships with staff members across the Library. Shows respect for others and values their contributions. Cooperates with others and works as part of a team to make valuable contributions toward achieving Library goals.
- **Communication**  
Communicates clearly, effectively and concisely in both written and verbal forms. Actively listens to others' ideas and perspectives. Communicates with tact and diplomacy, and remains sensitive to the diverse communication styles of others. Presents a positive demeanor through tone and phrasing of messages.
- **Customer Service/Interaction with Others**  
Offers friendly, thorough and timely service to a diverse group of internal and external customers, including but not limited to library members, guests and fellow staff. Takes time to fully explore customers' needs and tailors a response for each situation. Shares information openly to increase others' knowledge and ultimately improve the customers' experience.
- **Job Knowledge & Application**  
Applies knowledge to accomplish the primary responsibilities of the position and achieve results within established procedures, policies and timeframes. Maintains quality and performance standards in all situations, and accepts responsibility and accountability for all tasks performed. Utilizes resources (time, equipment, budget, etc.) to maximize efficiency and productivity.
- **Flexibility/Adaptability**  
Modifies behaviors and work methods in response to new information, changing conditions or unexpected obstacles. Responds to and handles unexpected and/or difficult situations calmly and appropriately. Accepts, adapts to and encourages change as necessary.
- **Image/Integrity**  
Ensures all interactions are conducted with genuine honesty, dignity, and openness. Demonstrates behaviors that reflect positively on the Library and uphold the Library values and image. Exhibits energy and enthusiasm for the job and the organization.