

Position Title: Programs Librarian & STARFest Director**Department: Public Services****Reports to: Adult Services Coordinator**

Position Summary

Responsible for the planning, development and implementation of programs and activities for adults as they support the Library strategic plan, with a focus on reading, books and writing. Includes organization and leadership of the St. Albert Readers Festival (STARFest).

POSITION RESPONSIBILITIES**Leadership**

- As a member of the Program Team, participates in developing goals, policies and procedures as related to program planning and provision.
- Leads in the planning and development of adult programs focussed on reading, writing and lifelong learning.
- Partners with community organizations in planning and providing adult programs that promote literacy and reading for learning, information and pleasure.
- Prepares reports, keeps records and statistics and implements the Library strategic plan and policies as they relate to program planning and provision.
- Serves as a resource for reader's advisory programs, activities, products and services.

Programs

- Plans, organizes, and implements programs and activities for adults which encourage reading, writing, lifelong learning and community building.
- Leads STARFest and other books-focussed events and reading-related programs, which may include the Writer in Residence program, Canada Reads St. Albert, Library-led book clubs, the St. Albert Poet Laureate program and periodic or one-off author events.

STARFest (St. Albert Readers Festival)

- Leads staff and volunteers in planning, organizing and executing all Fall Festival events.
- Oversees budget for STARFest, including securing grants and other funds, works with other staff to manage invoicing and payments, tickets and book sales.
- Plans, organizes and executes one-off events throughout the year, as resources allow.

- Identify potential authors, liaise with authors, publishers and partners, contract festival authors and event hosts.
- Works with partners and builds relationships to ensure high quality, accessible events.
- Ensure accommodation, travel and other arrangements are made for authors and hosts.
- Coordinate staff and volunteers. Oversee volunteer recruitment and scheduling. Organize and lead the STARFest Planning Committee in design and delivery of events.
- Liaise and communicate with all venue contacts (management, production, technical).
- Work with library staff to realize the festival's marketing strategy.

Information Services

- Participates in delivering reference and readers' advisory services to all age groups.

Collections

- As a member of the Collections Team, may participate in collection development in collection areas such as adult fiction.

QUALIFICATIONS**Education & Experience**

- A Master of Library and Information Studies degree or Library Technician training and appropriate experience is preferred.
- Three years of library experience, preferably in a public library setting, or equivalent experience.

Knowledge & Skills

- Passion for books, reading and literature.
- Knowledge and understanding of the Canadian literary landscape
- Proficient with Microsoft Office (Word, Excel, Publisher, PowerPoint) and Google Docs
- Excellent oral and written communication skills, including tact and diplomacy.
- Experience with event planning and project coordination.
- Successful track record of delivering innovative and engaging cultural programs or events
- Ability to lead and motivate others.
- Reliable, motivated and collaborative team player
- Excellent organizational, problem-solving and negotiation skills
- Drivers license is an asset

FACTOR SPECIFICATIONS:

Decision Making

- De-facto person in charge of the Library in the absence of Senior Staff.
- Shared responsibility for decisions relative to:
 - STARFest and other adult programs

Results and Impact

- Work directly impacts the ability of the Library to meet the needs of the community in terms of good programs and services for adults.

Working Conditions

- This role is well suited for an individual who enjoys a busy multi-tasking environment which presents a multiplicity of demands, frequent interruptions, and high public visibility.
- Evening and weekend work or overtime is sometimes required.
- Works in a clean office environment.
- May be required to use personal vehicle on occasion.

Salary band: \$70,532.00 - \$86,809.00 annually