

JOB DESCRIPTION PUEBLO CITY-COUNTY LIBRARY DISTRICT

POSITION: Program and Events Manager

Organization Group: Master

DEPARTMENT: Human Resources

Level: A

EFFECTIVE: January, 2026

FLSA Status: Non-Exempt

-- I. POSITION PURPOSE

The purpose of the Programs and Events Manager is to support PCCLD by facilitating programs and events that meet the interests and needs of the diverse public and align with the PCCLD mission and vision. This position develops and facilitates public programming for the district that is aimed at adult audiences and manages all logistics for district-wide programs and events. This position will also coordinate events and rental bookings, and activities on the fourth floor of the Rawlings Library, serving as the main point of contact for the Ryals Grand Event Space. The successful efforts of this position will result in increased circulation, library visits, and program attendance.

-- II. RELATIONSHIPS

The Program and Events Manager reports to the Executive Director of Library Foundation and Strategic Initiatives and works as a team member within the Community Relations Department. The position works closely with the general public, outside organizations, businesses, and other library staff. This position provides excellent customer service by demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background. The ideal candidate must be able to have excellent project and time management skills, thrive in a fast paced and dynamic environment, and serve as a key member of a high performing team.

-- III. PRIMARY DUTIES AND RESPONSIBILITIES

District-wide Programs and Events — 50%

- Under the direction of the Executive Director of the Library Foundation and Strategic Initiatives, the Program and Events Manager manages the production of a broad range of public programming activities and events. This includes identifying, planning, developing, and implementing district-wide events.
- Fosters and builds community partnerships and contacts to bring programs and services to PCCLD.
- Executes district-wide special events to benefit the library in support of its mission within the community; including but not limited to All Pueblo Reads, Booklovers Ball, Outstanding Women's Awards, and heritage programming.
- Work involves developing and utilizing well-defined procedures, and abiding by established standards and professional guidelines.

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- Collaborates with the Executive Director of Library Foundation and Strategic Initiatives, public services managers, and various departments to support large, district-wide programs and events.
- Coordinates all aspects of Library District and Friends of the Library contests. Contest coordination includes working with individual educators and school district administration, data entry, judging coordination, creating awards, notification mailings, organization and execution of the contest awards ceremonies, and manages participation awards.
- Works with team members within the Community Relations Department to ensure information about library events is communicated clearly and professionally in print, electronic, and social media.
- Hosts events and welcomes groups of people to the library, including interacting and welcoming guests, introducing presenters, and addressing event attendees.
- Builds and maintains a network of local and national contacts.

Rawlings Fourth Floor Activities — 50%

- Coordinates all external activities taking place in the Ryals Grand Event Space at the Rawlings Library.
- Interacts with and serves as the main point of contact for all inquiries for the Ryals Grand Event space.
- Schedules and facilitates tours and pre-event walkthroughs of the Ryals Grand Event Space.
- Oversees and administers all facility contracts, including the communication and review of rental guidelines and library policies, as well as obtaining signatures from the event rental representative.
- Collects and handles all facility rental fees, deposits, and refunds.
- Coordinates with library staff and individual departments to facilitate room set-ups and day-of event coordination including facilities, event support staff and security.
- Conducts and organizes regular presentations to security and event support teams to ensure and foster communication and consistency.
- Ensures that Ryals Grand Event Space audio-visual equipment, event supplies, event support staff supplies, and room quality are in working order and fully stocked.
- Conducts regular inspections of the Ryals Grand Event Space to ensure all audio-visual equipment is functioning properly and the room is presentable and ready for events and public use.
- In conjunction with the Executive Director of Library Foundation and Strategic Initiatives, builds and maintains the Ryals Grand Event Space rental process and makes changes to reflect current and future needs as well as monitors needed changes to the overall rental/event process.
- Communicates regularly to staff to ensure coordination and sends weekly communication to all staff about upcoming events held in the Ryals Grand Event Space.

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- Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.
- Participates in regularly scheduled department meetings. Attends All Staff Development Days and other training sessions to acquire new skills and to stay current on all information that is pertinent to PCCLD.
- Reads daily organizational communications from intranet, e-mail, newsletters and print announcements. Stays current on all library services, programs and events throughout the district. Regularly accesses electronic time keeping, payroll and personnel employee access systems.
- Performs Other Duties as needed.

IV. QUALIFICATIONS

Education and Experience:

- Minimum of three (3) years of relevant work experience is required.
- Bachelor's degree in Communications or related field is strongly preferred.
- Event planning experience is required.
- Rental contract experience is preferred.
- Knowledge of Adobe Creative Suite applications InDesign, Photoshop and Illustrator preferred.
- Library experience is preferred.

Core Competencies:

- Must possess knowledge and experience with public event principles, practices, and techniques, including successful event planning and production.
- Must demonstrate excellent time management skills.
- Must be a detail-oriented project manager and able to understand event logistics.
- Advanced computer skills with a working knowledge of Microsoft Word, Excel, Power Point, Access, and Gmail required.
- Demonstrated organizational skills with ability to coordinate multiple priorities.
- Excellent interpersonal, verbal communication, written communication, listening skills and problem-solving skills.
- Ability to function under flexible and changing conditions.
- Comfortable with public speaking and working with diverse populations.

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Physical and Environmental Requirements:

- Ability to stand, walk, and move throughout event spaces for extended periods.
- Frequent lifting and carrying of event materials up to 50 pounds and pushing/pulling carts up to 200 pounds.
- Frequent standing, walking, bending, and reaching.
- Occasional crouching, stooping or kneeling. May use a step stool or ladder for set up.
- Ability to set up and break down furniture, equipment, and event materials.
- Basic knowledge of A/V equipment
- Comfortable interacting with large groups and speaking publicly.
- Work split between office and event venues.
- Exposure to indoor and occasional outdoor conditions during events.
- Must be able to work a flexible schedule, including evenings and weekends for events.

Other Requirements: Must be able to work a flexible schedule including days, evenings and weekends. Applicants must pass a criminal background investigation. Must have a good driving record, current Colorado Driver's License and automobile insurance.

As an Equal Opportunity Employer, Pueblo City-County Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender orientation, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library district reserves the right to hire more than one person per advertised vacancy.