

Library Program Administrator

CLASS DESCRIPTION

General Responsibilities:

This is a highly responsible, advanced-level, programmatic position that supports the general daily operations, broader growth, and overall vision of The Bubbler at Madison Public Library on both a micro and macro level. The work involves responsibility for identifying community needs, coordinating program development, and developing and maintaining community relations and marketing needs. The work often involves the coordination of multiple scaled tasks, collaboration with other units inside and outside the agency, and maintenance of high standards of customer service, supply organization and communication.

Responsibilities are performed independently and collaboratively relative to determining the nature, timing and location of programming or outreach activities; working with presenters and community partners; developing funding sources; establishing promotional methods; and interpreting, explaining and applying Library policy, strategic initiatives and procedures.

This position serves as an internal and external ambassador of The Bubbler at Madison Public Library both throughout the library system, as well as within community spaces city-wide. This position is responsible for program implementation support, record-keeping, and organizational / administrative tasks related to the Bubbler program at all locations under the supervision of the Bubbler Manager in alignment with the library's strategic goals.

This position supports Madison Public Library's commitment to equity. An employee in this position will be assigned to support a variety of library programs, services and functions at locations throughout the community, necessitating judgment and discretion in their development and implementation.

Examples of Duties and Responsibilities:

Bubbler's Internal Operations:

- **Internal Administration**
 - Organize, implement, and assist in the strategy, communication (public calls) and jury processes related to year-round Bubbler artist residencies and library exhibitions
 - Manage incoming applications and artists' communication for Bubbler residencies and exhibitions
 - Secure and schedule performers, presenters, educators and artists in order to provide diversity in program offerings. Provide recognition and appreciation of presenters
 - Review and evaluate processes and platforms utilized by the Bubbler staff and collaborators in order to maintain programs and platforms that are sustainable and equitable

- Organize and maintain records, budgets, and statistics for grant-funded Bubbler projects
- Manage supply inventory, purchasing, and distribution for general and project-specific supplies as well as all accounting duties related to purchasing
- Keep detailed program attendance statistics and enter into Kodiak in a timely manner
- Recruit and assist in onboarding any Bubbler volunteers, service learning students and interns, as needed
- Capture team notes and track requests within weekly meetings and collaborative projects
- Assist in regular restock and distribution of system-wide maker kits and equipment
- Co-coordinate long term artists series (Summer Bubbler Artists; Youth Services; all locations)
- Assist with event implementation and logistics.
- Oversee total event implementation in absence of Bubbler Manager
- **In partnership with Madison Public Library (MPL) Management Team and Madison Public Library Foundation (MPLF)**
 - Communicate with MPLF
 - Write and edit Bubbler grant applications, reports, and evaluations in collaboration with other Managers (MPL & MPLF)
 - Communicate with Library Director and others from the Library Management Team as needed
 - Constant strategic planning to align with larger MPL and City of Madison goals and mission
 - Assist in identifying needs and priorities for funding of the Bubbler
- **In partnership with Madison Public Library Programming Staff**
 - Serve as a primary Bubbler conduit and trusted go-to for library staff (both virtually and in-person) through community engagement and library staff support
 - Meet with Youth Services and Adult Services Teams to listen, explain, and support as needed
 - Coordinate work of library staff in multiple locations City-wide and across multiple departments to ensure successful Bubbler programming
 - Lead and participate in decision-making around programming requests from Librarians
 - Provide critical feedback and continuous support towards program/project requests and implementation, art installation, and overall assessment/reflection of Bubbler artists and outcomes
- **In partnership with Madison Public Library Finance Department**
 - Develop, organize and track program budgets and expenses, including large grants
 - Create and track Bubbler performer contracts and invoices
 - Seek out and purchase supplies for Bubbler spaces and programs

- Process receipts and budgeting documentation in a timely manner, meet and follow up with Finance regarding any issues
- **In partnership with Madison Public Library Marketing Department**
 - Communicate about the Bubbler to a wide variety of audiences including the local and national artist community
 - Copyright and edit communications on Bubbler-specific platforms
 - Bubbler website, social media and newsletters specific to the Bubbler.
 - Write, edit, and design promotional materials, in collaboration with the Marketing Team, for use on multiple platforms including:
 - Library website and social media
 - Features such as Impact Stories and newsletters
 - Flyers/posters
 - Graphic design of flyers, web content, and social media, etc
- **In partnership with Madison Public Library Facilities**
 - Maintain three (3) public spaces in the Bubbler Room (Central Library), Thurber (East Side Madison), Pinney Studio (Pinney Library) at a variety of levels including artist support and overall development and infrastructure, including:
 - Daily/weekly Bubbler Room upkeep (supplies, equipment, furniture)
 - Major Bubbler Room shifting for Wisconsin Book Festival, Foundation events and voting cycles
 - Work with the Library Events Coordinator to reserve spaces for events, etc

Bubbler's External Relationships:

- Develop and maintain community relationships and explore new community partnerships and spaces for Madison Public Library programming as it relates to community requests and arts inquires
- Support collaborations between Bubbler and other city entities such as Madison Arts Commission
- Consult with community artists, other libraries and art communities, locally and nationally

Other Library Initiatives & Work Teams:

- Equity Analysis: Contracting Team (member)
- Community Engagement (member; intermittent support)
- Bubbler Ops (member, consistent support)
- System-wide programming and coordination efforts
 - Communications [Bubbler, MPL, MPLF, WBF monthly]
 - Systematizing volunteers [MPL all locations + Bubbler]
 - Long term artists series [Summer Bubbler Artists; YS; all location specific residencies]

Other Duties as assigned

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working knowledge of planning, program administration, contract negotiation, marketing, promotions and evaluation principles, techniques and methods applicable to public libraries, artists, and community programming. Working knowledge of the resources and operations of Madison Public Library's nine locations. Working knowledge of practices and procedures relating to the establishment and oversight of community programming, event production and public and media relations. Working knowledge of and ability to use computer software applicable to the duties of the position (Adobe Suites, Squarespace, Drupal). Working knowledge of basic budgeting and recordkeeping procedures and practices. Knowledge of the tools, equipment and services applicable to the library, and in conjunction with community partners/presenters. Ability to plan, organize and schedule activities in an effective, yet flexible and variable manner. Ability to coordinate and oversee the activities of staff and volunteers. Ability to manage multiple projects and tasks simultaneously and to give considerable attention to details. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relations with groups, volunteers, co-workers, City staff, library customers and other members of the public and arts-related communities. Ability to obtain agreements through negotiation and discussion as it related to contracting with Madison Public Library. Ability to prepare and disseminate effective promotional materials and program information. Ability to prepare effective written and oral presentations and funding applications. Ability to maintain necessary records and prepare complete, accurate and concise reports. Ability to work effectively and communicate with persons of various ages and socioeconomic and ethnic backgrounds. Ability to work independently and make sound decisions with relatively little supervision. Ability to interpret, explain and apply Library, facility and program regulations, policies and procedures. Ability to maintain adequate attendance.

Physical Requirements:

Employees in this position must be able to lift/carry objects weighing up to 50 pounds (equivalent to a box of books) frequently and must be capable of pushing wheeled carts of books and other materials weighing up to 200 pounds over multiple surfaces inside and outside of the library. Employees must be able to set up and take down tables, chairs, computers, and other equipment or technologies needed to run an effective program. Employee must be able to assist in setting up room arrangements (including moving tables and chairs) and operate equipment. The employee will be expected to adjust scheduled hours to lead selected evening and weekend programs. The employee will have to travel to the various branch libraries or other community sites in order to implement programs.

Required licenses and/or registration:

Possession of a valid driver's license or the ability to meet the transportation requirements of the position.

Department/Division	Comp. Group	Range
Library	33	01

Approved: _____

Erin Hillson
Human Services Director

Date