



Tuxedo Park
LIBRARY

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Announcement

Adult Services Programming Coordinator/ Local Historian
(Part-time)

The Tuxedo Park Library welcomes applicants for the part-time position of Adult Services Programming Coordinator/ Local Historian. We are looking for a dynamic, customer service oriented individual to join our team. TPL is an Association Library and serves a community of over 3,600 in Tuxedo Park, NY.

The Adult Services Programming Coordinator/ Local Historian responsibilities:

1. Plan, promote and run adult programming
2. Schedule and promote art displays with local artists
3. Pursue grants for adult programming
4. Serve as a liaison to other community agencies serving Tuxedo residents.
5. Organize and maintain the local history room and archives
6. Answer local history research inquiries
7. Attend meetings and participate in professional library organizations.
8. Staff the circulation desk on a minimal basis

Hours:

Monday 9am – 5:30pm

Tuesday 9am – 5:30pm

*Wednesday 9am - 3pm (July - August)

Thursday 4pm - 9pm

*Sunday 11pm - 3pm (September – June)

Total Hours: 24 – 26 hours per week

Wage: \$20/hr

Interested applicants should send a resume and letter of interest to Diane Loomis, Library Director at tplapply@rcls.org. Only candidates selected for interviews will be notified. Preference will be given to applications received by May 17, 2021 but applications will be accepted until the position is filled.