

JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Regional Programming Supervisor

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials and Administrators

BARGAINING UNIT: Supervisory

GENERAL SUMMARY:

Under the general supervision of the Programming and Venues Services Manager, the Regional Programming Supervisor will oversee scheduling, budgeting, coordination, reporting and evaluation for the Library District's programming services for a designated region. The Regional Programming Supervisor will supervise Performing Arts, Programming, and Scheduling staff to create programming offerings based on community needs and support venue rental services/use. The position will work collaboratively with Library Operations team members to provide cultural and community programming to the region served. Fosters and maintains a diverse, equitable, inclusive, and accessible work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Provides direct managerial (Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting) supervision over assigned scheduling and programming services.
2. Provides administrative support for all Library District programming initiatives in assigned regions. Supports programming staff, Branch Managers, and Regional Library Operations Managers with signature events and other programs.
3. Cultivates and establishes community partnerships to support the Library District's strategic framework and programming goals.
4. Prepares and reviews a variety of records and reports which include requests for agreements, programming partnership applications, invoices, monthly reports, purchase orders, facility use statistics, occupancy reports, board report information, and tracking of District initiatives such as strategic framework goals and diversity measurements.
5. Responds to inquiries regarding venue rental and programming use and resolves customer service issues.
6. Develops, implements, interprets, and makes recommendations regarding Programming and Venues Services department policies, procedures, and guidelines.
7. Maintains venue and department record keeping, digital files, venue technical information packets, and online venue rental information.

8. Presents general fund budget proposals annually to the Programming and Venues Services Manager. Ensures that all programming projects and purchases are completed on time and within budget.
9. Supervises assigned staff utilizing methods including, but not limited to, performance coaching and management, career counseling and development, and conflict resolution.
10. Manages room reservation software log-in requests and trouble tickets. Provides training for staff on the use of room reservation software. Runs various reports regarding the room reservation software.
11. Stays abreast of current and future trends in programming and live entertainment. Attends professional development training, seminars, and conferences.
12. Engages library branch staff, support department staff, and community partners to foster collaboration and support for the Library District's vision and mission statement.
13. Performs other duties and responsibilities as assigned.

CORE COMPETENCIES:

- Customer Service
- Programming Management (live entertainment, performing arts)
- Project Management
- MS Office
- Public Service Ethics

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

● EDUCATION:

Required: Bachelor's Degree in Theatre Arts, Entertainment, Library Science, or related field.

Preferred: Master's Degree in Theatre Arts, Entertainment, Library Science, or related field.

● EXPERIENCE:

Required: Five (5) years of experience in performing arts/entertainment or library services three (3) of which in a supervisory or venue management position.

Preferred: Five (5) years of supervisory or venue management experience in performing arts/entertainment or library services.

- **LICENSE AND CERTIFICATION:**

Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire. Completion of District's Person-in-Charge (PIC) training within 12 months of hire.

Preferred: NA

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require the performance of physical tasks such as: walking over rough or uneven surfaces; frequent bending, stooping, working in confined spaces; lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (50 lbs. and over) items; minimal dexterity in the use of fingers, limbs, or body in the operation of technical equipment; climbing ladders; utilizing a keyboard, and sitting, or standing for extended periods. Specific vision abilities include close vision, distance vision, depth perception, color vision, and the ability to adjust focus. Specific hearing requirements include the ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, music, auditory cues).

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of cultural programming current trends and best practices.
- Ability to handle stressful situations with professional composure.
- Ability to communicate effectively in both oral and written form.
- Ability to accurately prepare and maintain reports, files, and records.
- Ability to implement change initiatives related to administrative processes and technologies.
- Ability to prioritize, reorganize, and triage tasks in a dynamic work environment.
- Ability to process and handle confidential information with discretion.
- Ability to establish, and maintain effective working relationships with all internal and external customers, community partners, and vendors.
- Ability to travel as required.

DEVELOPED: September 25, 2024