



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# COMMUNITY ARTS & BUSINESS ENGAGEMENT CENTER MANAGER

## KNIGHTS OF COLUMBUS HALL

(40 hours per week, exempt)

Position # 230143501

- DATE POSTED:** July 26, 2019
- PRIMARY LOCATION:** 25 W. Kiowa St., Colorado Springs, CO 80903
- STARTING WAGE:** **\$25.75** per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)
- POSITION HOURS:** This position is not affiliated with the Knights of Columbus. 40 hours per week per the following schedule:
- Monday - Friday 8:00 a.m. – 5:00 p.m. with a mix of weekday and weekend hours to cover events.**

**Note:** Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

### APPLICATION PROCEDURE:

1. Complete a PPLD online application located at [ppld.org](http://ppld.org) on/Jobs the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Cover letter and resume required. Applications without a resume and cover letter will not be considered.**
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, Ext. 6086

**CLOSING DATE:** Online application materials must be received by **August 28, 2019** at 9:59 p.m. MDT

### CONDITIONS OF EMPLOYMENT:

#### All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice.

**EEOE**

As an **Equal Opportunity Employer**, Pikes Peak 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 reserves the right to hire more than one person per advertised vacancy.

## **Community Arts & Business Engagement Center Manager (cont.)**

**Position Summary:** Supports Pikes Peak Library District's mission and Knights of Columbus Hall's vision by providing a community-engaged and informed space for art, business, education, and individual use, and helping to create a respectful, free-access, and non-discriminatory culture.

### **Essential Functions**

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Manages the day-to-day operations of a medium-sized public use multi-venue event and meeting facility.
- Schedules building spaces and consults with guests to determine how Pikes Peak Library District may be able to best assist them.
- Provides excellent direct guest service; presents a courteous, positive image of the District and maintains confidentiality in guest and staff interactions.
- Develops local community partnerships in consultation with Community Partnership Coordinator; engages with business (profit and non-profit) organizations, schools, independent arts, social groups/organizations, and individuals.
- Represents and promotes Knights of Columbus Hall and library resources at community events and meetings.
- Manages the successful planning, implementation, execution, and evaluation of building use, with input from community stakeholders, groups and organizations, in tandem with PPLD's other resources, and the Director of West Region.
- Maintains proficiency in the use of library meeting room software for reservations and event creation.
- May coordinate and execute set up and tear-down of furniture and equipment to accommodate guest use; supports audio and projection systems.
- Interacts with Facilities and Security departments to provide adequate coverage for events and activities, as needed.
- Works with a community-lead advisory committee, Director of West Region, and appropriate Service Directors to coordinate programming and events, driven by community needs.
- Provides input to the Director of West Region and library leadership for the implementation of Pikes Peak Library District strategic goals and objectives.
- Provides input for annual budget requests; prepares payment documents and monitors expenditures
- Maintains excellent relationships with guests of the facility, staff, and vendors by using good customer-service-first principle practices.
- Develops, documents, and implements operating procedures; communicates and ensures implementation of Pikes Peak Library District Policies.
- Responds to guest suggestions, comments, and complaints in a timely, professional, and constructive manner.
- May curate art for the facility, in conjunction with Pikes Peak Library District, and/or work with a community entity to do so.
- Provides building supervision; determines, and manages building enhancements in conjunction with Director of West Region and Chief Facilities Management Officer.

### **Additional Duties and Responsibilities**

*Duties are considered non-essential and include the following:*

- Prepares monthly activity reports.
- May serve as a liaison to Pikes Peak Library District Friends of the Library.

## **Community Arts & Business Engagement Center Manager (cont.)**

- Keeps informed about Library and department information.
- Participates in special projects as assigned, including initiatives, grants, or programs.
- Serves on internal committees and teams.
- Attends regular department meetings and scheduled all-staff meetings.
- Performs other job-related duties as assigned.

### **Required Knowledge, Skills, and Abilities**

*The employee is expected to perform or possess the following:*

- Expert knowledge of relevant Pikes Peak Library District's policies and procedures, as well as ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Demonstrates knowledge of innovative trends and best practices related to a front-facing community engaged organization, such as libraries, makerspaces, and conference centers.
- Ability to exhibit leadership, sound judgement and professional demeanor in all situations; thinks and acts appropriately under pressure.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships with staff at all levels, community partners, and the public at large.
- The ability to effectively use applications software, including the Microsoft Office Suite, and standard office equipment.
- Ability to work effectively as a team member, organize daily work, and meet deadlines in a fast-paced, detail-rich environment.

### **Education and Experience:**

1. Requires a minimum of 3 years of increasingly responsible experience in managing a facility, events, and/or projects.
2. Requires a Bachelor's degree in art, performing arts, business, library science, or other related field; at least 5 years of relevant work experience can substitute formal education requirements.
3. Experience working in a library or nonprofit organization is preferred.
4. Bilingual ability is a plus in serving a diverse community.
5. Must have a valid Driver's License and access to reliable transportation.

### **Physical and Environmental Conditions:**

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to occasionally stand for extended periods of time. Position requires the ability to occasionally lift up to 30 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.