

JOB OPENING

Media Services Associate Part-Time

Are you great with devices and gadgets and passionate about crafting, creative projects, and tech programming? Do you love learning new things and sharing what you've learned with others in ways that are fun? Join our Media Services Department!

Duties:

- Develop public workshops on technology and trending topics.
- Assist patrons with creative projects and the use of equipment in the Digital Media Lab.
- Develop content for the Library's website and social media sites.
- Conduct technology orientation for staff members, participate in the development of technology plans for the Library.
- Maintain an atmosphere conducive to connecting, creating, and exploring.
- Perform other departmental duties and responsibilities as assigned.

Requires:

- Bachelor's degree or equivalent combination of the education and experience.
- A strong interest in technology and the ability to learn new applications.
- Ability to provide instruction to others.
- Ability to relate to library patrons of all ages in a positive, patient, and effective manner.
- Bilingual ability in Spanish/English desired.

Schedule: 20 hours a week, including evenings and weekends.

Starting Salary: \$20.00 per hour depending on qualifications

Apply to: Send resume and job application (available at <http://www.hplibrary.org/jobs>) to:

Juan Reyes, Media Services Manager
Highland Park Public Library
494 Laurel Avenue
Highland Park, Illinois 60035 847-432-0216
jreyes@hplibrary.org

About the Highland Park Public Library

The Library team recruits creative, enthusiastic, and caring individuals whose work will build relationships and enrich lives. We work to create and support an environment of diversity, equity, and inclusion for the benefit of our community and employees. Our goal is to provide relevant collections, programs, and services to all in our community. Our most valuable resource is our team. Join us!