

The American Library in Paris

Literature • Learning • Culture • Community

Programs Manager Job Description

The Library's programs manager coordinates and oversees about 70 evening programs per year and up to ten daytime discussion groups per season.

Collaborating closely with the Library's director and external affairs manager, the programs manager will develop the schedule of public programs, including Evenings with Authors and other events originated by the Library or by outside partners, and then:

- manage the arrangements with authors and other speakers, as well as with bookstores, publishers, and the Library development manager as cases warrant;
- generate the publicity for the events on all the Library's platforms (including website, calendar, poster, in-house screen, blog, e-Libris, Ex Libris, Facebook, Twitter);
- organize and supervise volunteer assistance and audio-visual requirements and staging of events;
- oversee evening events and, as needed, introduce or moderate programs, and see the event through to its conclusion;
- develop, schedule, and publicize book and other discussion groups at the Library, working with volunteer leaders.

The programs manager must be:

- current with and passionate about the world of books, ideas, and current events;
- strong as a writer and speaker, in English and, even better, in French;
- able to manage a wide variety of specific and time-sensitive dossiers at the same time;
- a good team player who is also comfortable with autonomy;
- diplomatic and confident;
- available to work one or two weekday evenings every week;
- the holder of European working papers.
- knowledge of Excel and desktop publishing

Comfort with audio-visual equipment including a laptop computer, overhead projector, basic microphone/podium set-up is a plus.