



*March 2026*

## ***Adult Programs Associate (Part-Time)***

### ***New Canaan Library Mission***

To be an essential place for lifelong learning and a vibrant hub for knowledge, culture, and connection for everyone in the community.

### ***Role Overview***

This is a creative role in which you will work in a busy, collaborative environment with an existing team of Adult Programs coordinators, marketing staff, librarians, and other departments to create high-quality learning opportunities in a variety of subject areas. Experience with developing, managing, and executing programs is required. Ability to understand marketing/framing and work with basic AV a plus.

### ***Responsibilities***

- Collaborate with Adult Programs team to develop, schedule, and staff a wide range of adult programs (including lectures, workshops, demonstrations, and performances), in the areas of the arts, history, food and cooking, science and technology, musical performance, business, and community education.
- Apply understanding of current events, cultural trends, and local library and institutional programming to our offerings.
- Support special events and fundraising efforts.
- Assess and tailor programs to fit community interest.
- Create and collaborate on digital and print marketing materials to promote our programs, sometimes individually and sometimes with support from the Marketing/Comms team.
- Represent the Library courteously and professionally in meetings, programs, and other work-related capacities with patrons, co-workers, speakers/talent, vendors, and others.
- Availability to work some evenings and weekends required.
- Write web spots, coordinate logistics, handle scheduling, and update calendar.

- Help set up and break down programs, including kitchen clean up, seating arrangements, and basic technology/AV connections.

### ***Skills and Attributes***

- Excellent organizational skills and written and interpersonal communication.
- Ability to quickly learn to use new software and AV technologies.
- Even-tempered and confident under pressure; ability to work effectively in a dynamic environment.
- Ability to work collaboratively across departments.
- Demonstrated creativity and strategic thinking skills.
- Strong public speaking skills.
- Effective time management and ability to juggle multiple events.
- Proficient in Canva and Microsoft Office 365, including Outlook, Word, and Excel.
- Demonstrated team player.

### ***Requirements***

- Prior experience in a cultural programming role.
- Superior written and oral communication skills.
- Up to 29 hours/week, including some nights and weekends.

### ***Compensation***

- \$25-\$30/hr. commensurate with experience.
- Accrued Paid Time Off is available. No medical, dental, or retirement benefits associated with this position