

Ted & Grace Bachhuber Memorial Library

Position Announcement

Library Assistant III: Media & Marketing Tech Services

OPENING DATE: 10/30/2023

CLOSING DATE: Applications will be accepted until the position is filled; interviews will begin late November

Job Type: Part time

Starting Salary: \$16.00 hourly

The Ted & Grace Bachhuber Memorial Library seeks a creative, tech-savvy individual to take over managing marketing and social media.

Responsibilities: Essential duties of this part-time position include managing the website, social media, and the production of program marketing material such as posters, bookmarks, and fliers. This person also helps with other library applications used to connect with the public. In a small library, all staff help patrons at the circulation desk, but the person in this position will also help patrons to use their devices to access online materials

Qualifications: Candidates for this position should have at least an associate's or technical degree or equivalent, as demonstrated by prior work experience or accomplishments. The candidate should have solid experience using computers for writing and creative applications, including creating content for social media platforms, as well as a desire to learn technology commonly used in a library. Library experience is preferred but not required.

Application Information: Applicant must complete a City of Mayville Job application (available on the City of Mayville Job Opportunities page) and submit a resume. For full consideration, please submit materials as soon as possible to the email or postal address listed below.

The Ted & Grace Bachhuber Memorial Library is an equal opportunity employer.

Mailing address: Ted & Grace Bachhuber Memorial Library, Attn: Library Director, 234 N John St, Mayville, WI 53050

Email: Please email the library direct jstasinopoulos@monarchlibraries.org or call the library at 920-387-7910 with any questions