



Kitchener Public Library

Senior Library Assistant, Heffner Studio

May 10 2024

Heffner Studio

\$28.98 - \$33.60

Part-Time Position - days, evenings and weekends required

Who we are

Kitchener Public Library welcomes our community to engaging spaces where people connect, ideas flourish and lives are transformed. Our values are a reflection of who we are and what we strive for as a library.

The principles of equity, inclusion and belonging are present in all that we do. Everything from our spaces to our services is designed to value diversity, foster belonging and respect individual needs.

What we offer

- Comprehensive benefits
- Reliable pension
- Learning and development
- Innovative culture
- Paid time-off



**Comprehensive
benefits**



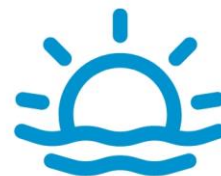
**Reliable
pension**



**Learning and
development**



**Innovative
culture**



**Paid
time-off**

What you will do

The Senior Library Assistant, Heffner Studio will provide a high level of customer support in Heffner Studio and its related services with a focus on new and emerging technologies including audio, video and digital media.

In this role you will:

- Assist customers to book recording studios, services and equipment. Greet and check in customers when they arrive for bookings, set up and take down rooms and/or equipment between bookings. Clean equipment as needed
- Assist in customer access to filmmaking activities and equipment. This includes filling orders (take payments and record transactions) and moving equipment for pickups, returns and when used for library programming, rentals and events
- Provides technical support for special events and assists staff from other departments who are planning and delivering public programs in Heffner Studio

What you bring

- Post-secondary degree
- Experience in the use of digital media, audio and video technologies
- 1-2 years of related experience providing service to the public in a library or technology environment

How to apply

If you are interested in this position, please send your resume and application form to Human Resources via resumes@kpl.org by **Tuesday, May 21, 2024**.

Please quote **PT Senior Library Assistant, Heffner Studio** in the subject line. To print a copy of our application form, go to www.kpl.org/your-library/job-opportunities.

Accommodations are available upon request for applicants with a disability.