

Library Event Assistant Wanted

**The Port Washington Public Library
seeks help with live and Zoom events.**

Preferred candidates must have excellent customer service and organizational skills. Candidates should have familiarity with doing live music, performances, showing films, or hosting seminar events. Experience with Zoom software is also a plus. *Candidates with no experience but an eagerness to learn will still be considered.* Staff duties include lifting up to 50lbs, moving speakers and wiring, setting up cameras, running Zoom events. Other duties, as assigned.

Position is 16-17 hours per week.

Flexible hours and some Saturdays.

Sunday shifts may be available and are paid at a special rate.

Pay is \$17.00 per hour

Please contact:

Melanie Davidoff – Head of Technology Services
davidoffm@pwpl.org

Resumes sent via e-mail will be given first review preference.