



# HARTFORD PUBLIC LIBRARY



## HPL Studios Manager

### *Opportunity Statement*

**START DATE:**

*open until filled*



**Hartford, CT**

## ABOUT HPL

**Hartford Public Library (HPL) provides free resources that inspire reading, guide learning, and encourage individual exploration.**

Founded as the Library Company in 1774, Hartford Public Library has remained at the forefront of defining the urban public library experience for over 252 years. The Library has seven full-service locations, two Boundless Library locations, and multiple outreach services, including the Library on Wheels and Story Stash, a 24/7 pickup locker. HPL provides education, intellectual enrichment, and cultural development for thousands of children, youth, and adults. HPL has gained local and national recognition for its wide range of new initiatives and partnerships designed to meet the needs of a diverse and dynamic city and region, including immigration and citizenship services, employment assistance, digital literacy, workforce readiness, and youth leadership training.

At Hartford Public Library, you will discover a place like no other.

Through its mix of enriching resources, you can find a place that provides the spark for your conversation, the power for your passion, the courage for your soul, and the food for your mind.

It is more than just pages. It is the window to knowledge and understanding of the world.



# 415,160

*TOTAL NUMBER OF VISITORS*

## 129,340

*TOTAL CIRCULATION  
PHYSICAL & DIGITAL*

## 49,328

*REFERENCE  
QUESTIONS ANSWERED*

## 4,369

*TOTAL PROGRAMS  
(LIVE & VIRTUAL)*

## 61,005

*TOTAL PROGRAM  
ATTENDANCE*

*FY '24-'25 NUMBERS*

## HPL STUDIOS MANAGER

The HPL Studios Manager is responsible for the smooth, efficient, and high-quality execution of daily workflows, budgets, schedules, staff, and resources (gear and equipment) for the Studio. The Manager is responsible for supporting users' creative vision with technical execution, connecting youth and adults with state-of-the-art audio and video equipment and software, and creating learning opportunities to enhance digital literacy and production skills. The Manager will oversee and manage logistics and process flows for Studio operations, including podcast studios, editing and production studios, recording facilities, and shared broadcasting resources serving the community, internal operations, and partner organizations. The Manager coordinates cross-functional teams, manages equipment and facilities to ensure equitable access to resources, and establishes operational standards that promote high-quality, accessible, and inclusive media creation. The Manager will cultivate and sustain partnerships with the creative and production industries in the Hartford region. The role reports to the Chief Administrative Officer.



The duties listed are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.



## RESPONSIBILITIES INCLUDE

### STUDIO MANAGEMENT

- Studio Management
- Balance logistical and creative support tasks while overseeing administrative day-to-day operations, which include the use of space and equipment, making sure workflows and lending policies are set, accessible, and functioning for easy user access
- Determine the necessary resources and schedules to ensure efficient use of space and production studio and workshop schedules
- Vetting and identifying creative audio and video projects to integrate into studio operational workflow
- Identify consultants, producers, freelancers, and editors for creative projects and contractual work
- Manage trainer/consultant program contracts
- Oversight of HPL contractual creative project life cycles
- Coordinate collaborative work between HPL Studios and events that have built-in audio and video production capacity and HPL Studios support, i.e., Baby Grand Jazz
- Assist with planning, development, and oversight of HPL programs and events that build audiences and showcase HPL Studios talent.

- Manage and coordinate community partnerships that support educational and training opportunities for the public
- Leading efforts to showcase HPL Studios in the community and statewide (i.e. Library conferences, educational institutions, industry showcases, workforce fairs, etc)

### LEADERSHIP & SUPERVISION

- Coordinate collaborative projects, public programs, and digital storytelling initiatives
- Serve as primary partnership liaison with HPATV leadership
- Works closely with HPATV to support HPL initiatives and coordinate public access to HPL Studio and HPATV resources.
- Integrate digital literacy efforts and organizational strategic goals into HPL Studios workshop and training offerings
- Key liaison between HPL users and internal teams
- Recruitment, retention, coaching, team building, training, and performance evaluations for HPL Studios employees. Create and oversee internship programs in partnership with internal, local, and regional educational, workforce, and/or community-based institutions and initiatives.

## **BUSINESS & OPERATIONS**

### **MANAGEMENT**

- Work with Development Department on grant writing to meet contributed income goals and to support HPL Studios operations
- Regular reporting and status updates for all special projects including tracking, scheduling, and monitoring deliverables
- Prepare and submit reports and statistics as required
- Monitor usage statistics and prepare reports
- Maintain documentation, workflow guides, orientation materials, and customer training resources
- Create and develop necessary policies and procedures to improve the production department's ability to support the studio and organization
- Manage project and studio program
- Develop project and operations budget and effectively manage allocated resources to meet Studio needs
- Coordinate and work in collaboration with appropriate teams for the maintenance and reliable functioning of production spaces, technical infrastructure, studio equipment, and life cycle planning
- Collaboratively work with IT on procurement and invoicing

- Research and recommend new technologies, tools, and workflows that meet community needs
- Manage vendor relationships, gear and equipment repair, warranties, and technology purchases

### **COMMUNICATIONS & MARKETING**

- Management of HPL Studios' platforms and website in collaboration with the Communications and Marketing Department
- Creation of marketing materials for Studio programs in collaboration with the Communications and Marketing Department
- Assess data analytics and usage relative to impact
- Coordinate internal and external Studio communications and marketing needs with HPL's Communication and Marketing Department

## **COMPENTENCIES**

### **EDUCATION & EXPERIENCE**

- Bachelor's degree in film/media production, audio engineering, communications, or related field
- Three (3) years of professional experience in audio/video production, digital media labs, broadcast environments, or makerspaces
- Two (2) years of experience supervising staff or leading a team

- Demonstrated experience in operations, project management or general management/administrative leadership
- Experience with livestreaming workflows or broadcast systems (OBS, vMix, ATEM, NDI/SDI routing), and ability to teach and support users with varying skill levels
- Demonstrated proficiency with:
  - DSLR/mirrorless or cinema cameras
  - Audio interfaces, mixers, microphones
  - Lighting equipment, green screens, studio setups
  - Editing software (e.g., Adobe Creative Cloud, DaVinci Resolve, Final Cut)
  - DAWs (Audition, Pro Tools, Reaper, Logic, etc.)

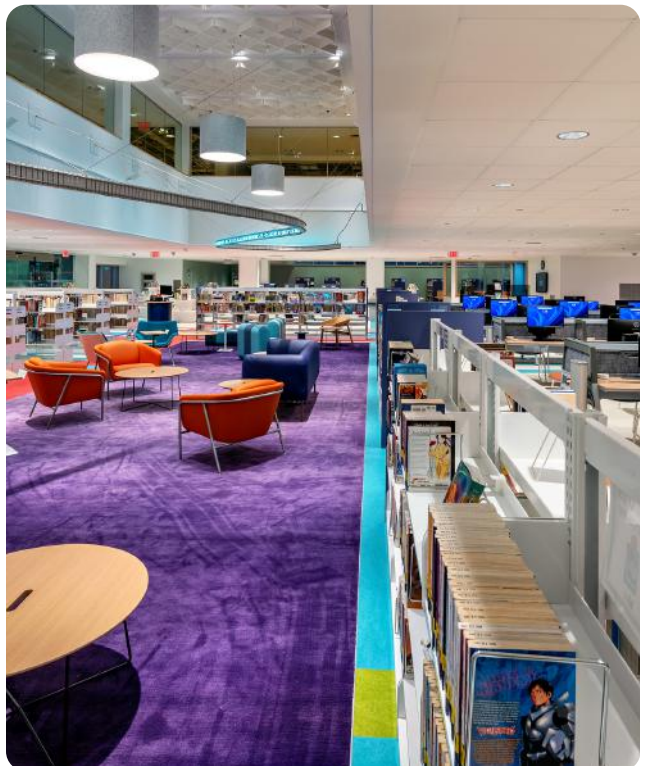


## PREFERRED

- Master's degree in a related field
- Second Language other than English
- Thorough knowledge of or experience with the principles, practices, and techniques of modern library operations

## PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to continuously bend, twist, stoop, reach, and pull.
- Ability to maintain composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit, and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.



## WHAT WE OFFER EMPLOYEES

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- Municipal Employee Retirement Fund-Pension Plan with employer contribution
- Health Care, Dental, and Pharmacy benefits
- Life Insurance
- Paid Time Off - Vacation, personal, and sick time
- 2 Floating Holidays
- 11 Paid Holidays
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education, and staff engagement opportunities
- Commitment to an active plan of diversity, equity, and inclusion work, including implementation of the staff-led DEI Road Map.



## WHAT WE OFFER OUR COMMUNITY

We are an integral part of the Hartford community and offer programs and services for residents of all ages and backgrounds. With seven locations and robust outreach services, we're here for Hartford. Our work spans major divisions, specialized learning centers, and a wide range of community programs, including:

### SIGNATURE CENTERS

#### The American Place (TAP)

- Free services for immigrants and refugees, including English Language Learning, citizenship preparation, and civic engagement

#### Hartford History Center

- A nationally recognized research center preserving and sharing Hartford's stories, archives, and cultural heritage

#### HPL Studios

- Creative production spaces offering access to audio, video, and digital media tools

#### YOUmedia Teen Spaces

- Innovative learning environments for teens to explore technology, creativity, and self-expression

### EDUCATION, LEARNING & WORKFORCE DEVELOPMENT

- Adult education and academic support
- Career certification programs and GED preparation
- Technology training and digital literacy services
- Summer Learning programs
- Leap into Learning (Early Literacy)
- Collections (Robust print, electronic, audio, and video collections)

### SPECIALIZED SERVICES

#### Digital Library Lab

- Digitization, scanning, and digital preservation services

### COMMUNITY PROGRAMS & CULTURAL EXPERIENCES

- ArtWalk, a state-of-the-art gallery and exhibition space
- Baby Grand Jazz, our free winter concert series open to all
- Library of Things (borrow tools, equipment, and more)

### AWARDS

#### CT State Library: Excellence in Public Libraries Award - 2025

- HPL won for its innovative programming and was one of 6 libraries selected from across the state

#### John Cotton Dana Award - 2025

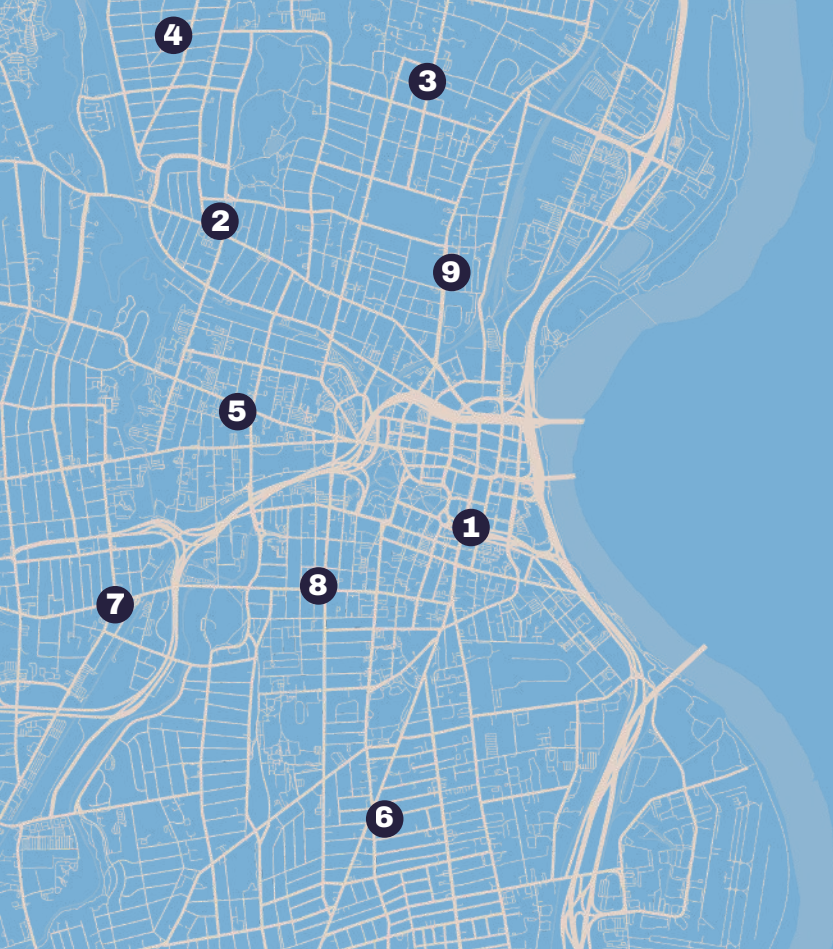
- This annual award recognizes outstanding public relations efforts and is the most prestigious of all library awards in the public relations field

## HOW TO APPLY

Please email your resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference "HPL Studios Manager" in the subject line of your email.

Hiring Range: \$79,342.90 - \$84,151.34 DOE

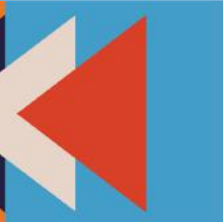
*Hartford Public Library is an Equal Opportunity Employer.*



**HARTFORD  
PUBLIC  
LIBRARY**

*in your neighborhood*

- 1** DOWNTOWN LIBRARY  
500 Main Street
- 2** ALBANY LIBRARY  
1250 Albany Avenue
- 3** BARBOUR LIBRARY  
261 Barbour Street
- 4** BOUNDLESS LIBRARY @ RAWSON  
260 Holcomb Street
- 5** BOUNDLESS LIBRARY @ WEST MIDDLE  
44 Niles Street
- 6** CAMP FIELD LIBRARY  
30 Campfield Avenue
- 7** DWIGHT LIBRARY  
7 New Park Avenue
- 8** PARK STREET LIBRARY @ THE LYRIC  
603 Park Street
- 9** ROPKINS LIBRARY  
1750 Main Street



**Hartford Public Library**

500 Main Street  
Hartford, CT 06103



[hplct.org](http://hplct.org)