

The American Library in Paris

ESTABLISHED 1920

Open Position: PROGRAMS MANAGER

Full-time with evening hours two or three times per week September through mid-July; occasional weekend hours required

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Organization

The American Library in Paris, established in 1920, is the largest English-language lending library on the European continent. The Library welcomes more than 80,000 visitors a year and provides access to 100,000 books and thousands of periodicals, as well as a wide range of literary and cultural programs for readers of all ages. It operates as a non-profit association with 501(c)3 status in the United States and as an *association loi 1901* in France.

Position description

The Programs Manager is in charge of every aspect of the Library's adult programming and also acts as a spokesperson for the institution and a community builder for its diverse public. The responsibilities of the position are varied—from overseeing the Library's renowned speaker series to supporting its active book groups—and require a fine attention to detail and rigor in execution, as well as kindness and curiosity. The Manager reports to the Library's Director, works daily with the Advancement Manager and Communications and Outreach Manager as part of the Advancement team, and often collaborates with other members of the Library's staff of thirteen.

The ideal candidate writes and speaks with style and clarity, enjoys working with other ambitious bibliophiles, naturally inspires others, and listens well. He or she invests intellectual and creative vigor in all projects, large and small, and takes pride in contributing to the cultural heritage of a 100-year-old institution that is dedicated to literature and community.

A working knowledge of French is desirable, a command of English is essential. A background in relevant fields—programming, events management, publishing, or journalism, for example—would be helpful, but an appetite for hard work and a keen interest in current events and literature are equally important.

Candidates should bear in mind that the American Library in Paris is a non-profit organization whose salary structure does not match equivalents in the private sector,

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although the benefits of working inside this unique, historic, and dynamic institution are considerable.

To apply

Please send a letter of motivation and curriculum vitae to openings@americanlibraryinparis.org and include “Programs Manager” in the subject line. Your cover letter should state how your experience is relevant to the position and what you would bring to the institution.

Please note that current European working papers are required.

Only shortlisted candidates will be contacted and may be asked for at least two professional references.

Qualifications

The successful candidate will have:

- Excellent communication skills in English
- A bachelor’s degree or equivalent
- B2 equivalent or higher in French
- Extremely strong interpersonal skills
- Experience interviewing and public speaking
- Writing and/or copyediting experience
- Proven organizational skills and attention to detail
- An appetite for hard work and the ability to prioritize and multitask in a close-knit and busy organizational environment
- Knowledge and interest in current events, politics, literature, art, and culture
- Comfort using online event platforms and video editing software

Responsibilities

- Manages all aspects of *Evenings with an Author* sponsored by GRoW @ Annenberg. Over 70 events take place throughout the year featuring novelists, journalists, filmmakers, musicians, actors, and other cultural figures.
 - Works with the Library Director to develop programming strategy.
 - Responsible for booking speakers and panelists.
 - Stays abreast of trends in publishing and current events to create topical programming.
 - Solicits event material from authors, publishers, and publicists.
 - Publicizes events and coordinates with speakers.
 - Maintains the internal and external program calendar.
 - Executes events to create an optimal experience for speakers and audience, whether in-person or online.
 - Responsible for A/V and other tech requirements for events.
 - Regularly introduces and occasionally interviews guest speakers.
 - Moderates current event panels occasionally.
 - Helps recruit, train, and oversee event volunteers.
 - Responsible for video production of events, including filming, editing, and posting of videos.

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- Oversees the Visiting Fellowship and Writer-in-Residence programs. Serves on the selection committee, works with the funding foundation, handles all related communication, and acts as liaison between Fellows and Library staff and community.
- Oversees Critical Conversations program, from concept through execution.
- Regularly provides statistics and reports to the Director on programs.
- Provides content related to events and programs, including but not limited to print and electronic advertising, blog posts, web pages, author interviews, social media posts, electronic newsletter and print newsletter pieces.
- Works with the Communications Manager to create programming messaging that uses the Library's "institutional voice" and is consistent with overall Library messaging.
- Coordinates with the Advancement team to increase event attendance and grow interest in the Library through programs.
- Provides administrative support to book groups.
- Works with the Advancement team on the Annual Library Gala to coordinate with speakers and publicize and execute the event.
- Works with the Advancement Manager to facilitate the *Dinner with an Author* program; increase donations during live and virtual events; and apply for grants related to programming.
- Facilitates other workshops and programs, such as institutional partner events throughout the year.
- Helps manage annual Word for Word production.
- Helps support the annual American Library in Paris Book Award.