

Town of Richmond – Job Opening

Library & Communications Director

Do you love storytelling, community engagement, and creative communication? The Town of Richmond is looking for a collaborative leader to connect residents with library services, programs, and Town + community information.

Position Summary

The Town of Richmond seeks a creative, community-minded **Library & Communications Director** for the Umberhine Richmond Public Library. This position leads library operations while strengthening the library's role as a hub for information, education, culture, and community connection.

Responsibilities include library administration, daily operations, staff and volunteer coordination, programming, collections, technology, budgeting, grants, and outreach.

The Director will also support Town communications by managing the website and quarterly newsletter, developing a community calendar, and expanding social media outreach in collaboration with Town staff, schools, community partners, and residents.

Preferred qualifications include public or academic library experience, strong technology and communications skills, and experience with newsletters, grant writing, and community outreach. Flexible scheduling requires occasional evenings and Saturday shifts.

- Bachelor's degree or equivalent combination of education and experience is required.
- Master of Library and Information Science, Master of Communications, Master of Fine Arts, or similar credentials are preferred.

Compensation: \$24.00–\$30.00 per hour, depending on qualifications, duties, hours, and employment status. Current budget: 20 hours per week at \$24.00 per hour, with potential for increased hours, pay, and benefits.

How to Apply: Submit a completed Town application, resume, and three letters of reference to the Umberhine Richmond Public Library or email a complete PDF application package to townmanager@richmondmaine.com. Applications are available at www.richmondmaine.com/jobopenings.

First review of applicants will occur on Monday, August 10. The position is open until filled.

The Town of Richmond is an equal opportunity employer.