

Makerspace Assistant Job Description

Reports to Hatch Coordinator

General Description

The Makerspace Assistant works under the direction of the Hatch Coordinator. This position is responsible for maintaining the makerspace, operating makerspace equipment, completing administrative tasks and assisting makerspace visitors alongside volunteers during weekend hours or in the absence of the Hatch (makerspace) Coordinator.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations 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, related, or a logical assignment to the position.

Under the direction of the Hatch Coordinator the Makerspace Assistant will:

Provide Customer Service

- Maintain established public open hours
- Provide direct service to Hatch users and volunteers
- Oversee established public programming and events
- Track patron use of Hatch

Complete Administrative Tasks and duties

- Maintain events calendar
- Set up Eventbrite events
- Inventory supplies and equipment

Assist volunteers

- Assist with training new volunteers
- Effectively communicate with volunteers
- Serve as point person for volunteers on weekends

Operate and maintain equipment

- Skillfully operate all Hatch equipment
- Maintain safety standards for volunteers and public users
- Track equipment and materials inventory

Minimum Qualifications

Skills, knowledge, and experience

- Ability to effectively troubleshoot and problem solve a variety of hardware and software problems, including software and hardware that may be initially unfamiliar.
- Experience serving people of diverse ages and cultural/ethnic/language backgrounds in a library, makerspace, or other informal or formal learning environment.

- Experience working/familiarity with the operation and processes involved with 3D printing, laser cutting, sewing, electronics, and the use of basic hand tools in a lab or educational setting is highly desirable.
- Proficient with Google Applications, Microsoft Office Suite, and the Adobe Suite.
- Ability to communicate effectively with a variety of personalities
- Strong organizational skills
- Strong attention to detail

Schedule

This is a part time position (18 hours a week) with no benefits. The schedule is Saturday and Sunday from 12:30-4:30. Two flexible 5 hour shifts during the week are required.

Wage

\$20 an hour