

Employment Opportunities

Makerspace Coordinator

Position Summary:

The Manager will assist staff and patrons as they learn, use, and apply emerging technologies, such as 3D design/printing, expanded format printing, heat presses, and other creative technology tools. Supervises the selection, training, coaching, development, and evaluation of makerspace staff.

- Ensures overall operations and safety of the makerspace
- Develops goals, procedures, trainings, and evaluations tools related to programs and the use of the makerspace
- Develops and maintains departmental budgets, reports, statistics, and supply inventory
- Assists in technical/technological troubleshooting for the library and makerspace
- Exhibits positive attitude, and willingness to accept change
- Able to interact with staff and patrons in a consistent, friendly, and professional manner
- Possesses effective communication, interpersonal, teamworking, and problem-solving skills

Additionally, the Makerspace Manager is expected to work in areas with loud noises, temperature changes, fumes, dust, and other possible allergens. This position requires visual acuity, manual dexterity, fine motor skills, physical agility and strength to bend, reach, and correctly lift and carry up to 75 lbs., and extensive use of a computer terminal.

Position Requirements:

- Minimum High School Diploma or G.E.D. equivalency
- Special consideration given for Bachelor's degree or equivalent; degree in a STEAM-related field is highly desired
- One year of makerspace, or technology instruction experience
- Strong customer service orientation with one year serving the public
- Specialized skills or knowledge of operation and processes involved with DIY making and/or maker movement, including DIY-making hardware and software such as 3D modeling and printing/fabrication, cutters, engravers, sewing machines, coding, audio/visual production, and other forms of digital creation, and usage of basic hand tools

- May be scheduled to work evenings and weekend hours; schedules may be altered depending on the needs of the makerspace
- 32 - 38 hours per week; 38 hours is considered full-time and would include health and life insurance

Compensation

Commensurate with education and experience (\$18- \$23/hour)

Benefits

Paid sick leave/vacation, OPERS retirement, professional development assistance, and tuition reimbursement.

Closing Date

OPEN UNTIL FILLED

Application:

<https://www.mlcook.lib.oh.us/sites/default/files/attachments/Application%20for%20Employment%20%2809-26-24%29.pdf>

****Submit applications to Kelly Maloney, maloneke@marylcook.com or mail to Mary L. Cook Public Library, 381 Old Stage Road, Waynesville, OH 45068***

Mary L. Cook Public Library | 381 Old Stage Rd. | Waynesville, OH 45068