



Position Description

Job Title	Makerspace Coordinator and Team Lead
Department	Library
Employment Status	Full time
Exempt/Non-Exempt Status	Exempt

Scope of Work

Under the general direction of the Community Engagement Manager, and according to the policies set forth by the Library Board and in alignment with the organizational vision, mission, service values, and goals, the Makerspace Coordinator will be responsible for developing creative programs and managing the day-to-day operations of the library's makerspace hub. As a Team Lead, this person will work with the Public Services Manager and will be responsible for training and scheduling the public service desk teams.

Supervision

Received	Community Engagement Manager
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Exercised	None
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Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change. **The Library expects that each employee will offer his or her services wherever and whenever necessary to ensure the success of all services that we provide to our customers.**

Makerspace:

- Creates a collaborative workspace that uses tools and equipment from high- to no tech tools and equipment where patrons of all ages can gather to work on projects, learn new skills, explore and share ideas and knowledge.

- Manages the day-to-day operations of the makerspace including but not limited to overseeing safety protocols in the operation of equipment and tools, maintenance of all equipment and tools, introducing new users to the makerspace and assisting users in the use of equipment.
- Explores and develops innovative and creative hands-on learning experiences for the makerspace, including but not limited to arts and crafts, open drop-in sessions, series-based skill building programs, gaming, recording and production, 3D printing, and more.
- Troubleshoots and conducts basic repairs on equipment and peripherals.
- Recommends independent instructors to lead classes and programs. Supports instructors with the development and management of their classes.
- Manages the makerspace calendar and equipment use.
- Interprets statistical data, analyzes information and evaluates program outcomes.
- Develops an annual budget for the makerspace. Purchases consumables and monitors supply inventory.
- Investigates sources for recycled and scrap materials for use in the makerspace.
- Plans and presents educational workshops and tours for special groups, class visits and staff.
- Collaborates with local STEM schools and home-school organizations to encourage and facilitate use of the makerspace.
- Seeks to establish and grow partnerships with community organizations, businesses, schools, tech schools and universities to promote the makerspace.
- Works with the Community Engagement Manager and Marketing and Communications Manager to promote and market makerspace activities and offerings to the community.
- Maintains a clean and organized project storage space, modeling stewardship and care of library equipment.
- Works with the Community Engagement Manager and Technology Manager to evaluate equipment needs and hardware/software upgrades.

Community Engagement:

- Assists patrons of all ages in their use of the Library at the **public service desks, including** selecting and locating print and non-print materials, computer use and use of new media and online resources.
- Researches and provides answers to reference and readers' advisory questions, including those of a difficult or involved nature. Questions may be received and responded to in person, by phone or electronically.
- **Provides readers' advisory services for patrons of all ages.**
- **Serves as Community Engagement Team Lead, which includes public service desk training; coordinating scheduling for public service desk time and programming. Works closely with the Public Services Manager to ensure all public service desks are fully staffed.**
- **Under the direction of the Public Services Manager, trains staff in the use of the public access catalog, websites, reference sources, databases, e-reference, Overdrive, Hoopla, Libby and general technology use.**
- May serve on various committees within the Library, the Bridges Library System and the state.
- Represents the Library in the community.

Other Job Functions

- Attends meetings and conferences as appropriate to keep abreast of developments in the 'maker' field.
- Assists the Community Engagement Manager and Public Services Manager with on-the-job training to other staff members.
- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a Master's Degree in Library Science or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Library and information science. • Facilitating makerspace activities and programs. • The use of general office equipment, including computers and related software.
Ability to	<ul style="list-style-type: none"> • Interpret statistical data, analyze information and evaluate programs. • Lead and mentor in the 'maker' processes. • Prepare clear and concise reports and recommendations. • Establish and maintain effective working relationships with library trustees, elected officials, community groups, employees and the general public.
Skill in	<ul style="list-style-type: none"> • Listening, oral and written communications. • Strong communication skills that accommodate a diverse population of users and learners. • Public relations. • Organization and attention to detail. • Analytical and problem-solving skills.

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, stoop, kneel, crouch, or crawl
- The employee must occasionally lift and/or move up to 50 pounds.