

Fairhope Public Library

Job Description

MakerSpace Technician

All employees of the Fairhope Public Library are expected to represent the library in the most helpful, courteous, and professional manner while carrying out their duties and responsibilities efficiently and in an exemplary manner.

Job Summary:

The MakerSpace Technician directly supervises the Fairhope Public Library's MakerSpace during its hours of operation. This position is responsible for encouraging the public in their exploration of ideas in a safe, creative environment through the utilization of the MakerSpace's equipment and resources. The MakerSpace Technician reports to the Youth Services Department Head and the Library Director.

Duties and Responsibilities:

- Responsible for the planning, promotion, and implementation of all MakerSpace programming.
- Acts as an advocate and spokesperson for the Library's STEAM programming and initiatives.
- Oversees all MakerSpace equipment, including computers and 3D printers.
- Reports any issues regarding MakerSpace equipment to the director and updates or troubleshoots equipment as needed.
- Maintains an orderly and accessible space conducive to patron interaction.
- Provides training, classes, and program events for the public to attend.
- Assists in staff development training regarding maker and technology related fields.
- Reports statistics relating to MakerSpace use and program attendance.
- Routinely cleans and organizes the MakerSpace in accordance with scheduled programming
- Manages MakerSpace inventory and requests necessary purchases to the Director.
- Recommends materials regarding maker and technology subjects for the library collection and supporting services.
- Collaborates with local events or organizations outside of the library to engage with the community through potential programming or promotions.
- Creates programs centered on the teaching of courses in basic certification, safety, and general use of makerspace equipment, including 3D modeling. This may include courses requested by a Department Head or the Director.
- Collaborates with other library staff on maker and technology related concerns or events.
- Creates graphics, flyers, or other promotional material for advertising on social media and other outlets.
- Researches and promotes innovation in MakerSpace activities and objectives to develop the library's appeal and relevance.

Knowledge, Skills, and Abilities:

- Passionate about STEAM programming in a library setting as well as enthusiastic to teach new skills to participants of varying levels of experience.
- Excellent organization and planning skills.
- Proficiency in working with the following: 3D printing, CAD/CAM software, circuit design, sewing, and the ability to teach on these items to the public.
- Ability to work with large groups of patrons in an active atmosphere.
- Ability to understand and carry out instructions of written, oral, or pictorial form.
- Maintain the privacy and confidentiality of patrons and staff in any exchange of information or services.
- Mobility to carry supplies, transport machinery, and arrange tables and chairs conducive to an engaging program or class.
- Skills congruent with the operation of machines, carts, and tools.
- Be familiar with, uphold, and apply library policies with sound judgment.
- Friendly, welcoming personality with the ability to relate positively with staff and patrons in a pleasant, mature, and courteous manner.
- Ability to exercise tact, leadership, and independent judgment.
- Excellent knowledge of English grammar, spelling, alphabetizing, and usage.
- Basic knowledge and experience in installing and troubleshooting software and hardware configurations.
- Knowledge of operation of standard office equipment (computer, copy, machine, fax, telephone, scanner, etc.) required across various hardware or operating systems.
- Ability to apply excellent customer service skills.
- Flexibility and willingness to perform tasks as required by the demands of the department.
- Willingness to learn new skills and update current knowledge.
- Self-motivated with the ability to set priorities and work independently.
- Ability to maintain appropriate records and reports of activity.
- Ability to work and interact in a cooperative, pleasant, and constructive manner with others.
- Ability to administer and direct the work of volunteers.
- Ability to work independently and collaboratively as well as stay on task in a busy work environment.
- Decision making ability other than routine nature in order to meet controlling conditions.
- Familiarity with an automated library system.
- Excellent interpersonal and communication skills, and the ability to deal effectively with other staff and the general public.

Education and Work Experience:

- (1) or more years additional experience in a 3D modeling, CAD, or maker role; or any combination of education, training, and experience
- High school degree and at least one (1) year of college required.
- Previous library experience preferred

Other Information:

- Work hours *MAY* include Saturdays and/or evenings as required. You must be prepared to perform other library duties as requested.
- Must be willing to work in or be transferred to other departments.
- Attends staff meetings and training sessions as appropriate/directed.