

MakerSpace Specialist I

Chemung County Library District, Elmira, New York

FACILITY PURPOSE

The CCLD Lab Central Maker Space is a platform to engage children and families in STEAM (Science, Technology, Engineering, Art and Math) through innovative, hands-on learning experiences. It is a space where children and families create, make, discover, investigate and invent. The space gives kids a chance to apply problem-solving skills, test and revise their ideas, experiment, collaborate, and just have fun. The Maker Space allows children and families to use real tools and different materials to design, make, tinker and create projects on their own while concentrating on the process not the product. This is a space where we encourage learning, prototyping, sharing of ideas, productive failure, thinking and collaboration.

JOB DESCRIPTION

The Makerspace Specialist will plan, organize, and execute maker-related programming and raise the profile of the CCLD MakerSpace Labs as a resource for STEAM learning. The primary areas of focus for this role will be: program development, coaching and training, coordination and collaboration, and continuous improvement and learning.

Incumbent is responsible for the maintenance of Lab software, and hardware, to include computers and 3D printers and assisting the Technology Coordinator in technology-related projects. Will provide making and technology-related customer service and training for the public and staff. Assist in maintaining reports and statistics that correspond to the Maker Space Labs and attend meetings and trainings to increase public awareness of CCLD (Chemung County Library District) maker programs.

RESPONSIBILITIES

- Maintain a creative, safe, and fun work environment for Lab Central patrons
- Updates and maintains the lab computer hardware, software, 3D printers, sewing machines
- Troubleshoots and repairs PCs, 3D printers, and peripherals
- Teach both basic certification, safety and training courses covering all of the lab equipment
- Advertise the MakerSpace programs through flyers, digital signs, brochures and submitting information for the monthly newsletter
- Schedule classes and events and update the calendar
- Track inventory and purchase new consumables
- Ability to teach classes in 3D modeling, coding and develop new curriculum
- Support instructors with the development and management of their classes
- Documents and maintains inventory and service records
- Creates and maintains in-house Standard Operating Procedure documentation for commonly-used tasks
- Provides formal and informal technology-related assistance for Staff and Patrons
- Participate in monthly planning meetings, monitors space usage numbers, and safety measures
- Research, develop and prototype innovative maker activities and maintain all Maker Space materials, tools and equipment including hardware and software.
- Effectively communicate with many ages, abilities and dispositions
- Ability and willingness to participate in events outside the workday schedule.
- Must be available to work evenings and weekends.
- Assists with technology-related projects, as directed
- Work closely with and under the direction of the Technology Coordinator

JOB QUALIFICATIONS

- Experience installing and troubleshooting software and hardware, including 3D printers
- Strong communication skills that accommodate a diverse population of users and learners
- Passion and knowledge about the use of technologies to support creative, engaged learning

- Sound organizational skills and an ability to recognize and change work priorities in a timely fashion
- An experienced practitioner and mentor in the making processes
- Exposure to basic programming and one board computers such as arduinos, raspberry pi, etc; or ability and interest to learn
- Comfortable with a hands on approach, particularly an ability to improvise with audiences of varied ages, the use of hand tools, electronics, computer software, hardware and various other technologies
- Interest and abilities in physical computing, open source hardware and software, video and audio production, and desktop fabrication.

MINIMUM QUALIFICATIONS (NYS CIVIL SERVICE):

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's Degree in computer science, computer information systems, electrical technologies, engineering, biomedical or a closely related field; **OR**
- B. Graduation from high school, completion of a one (1) year business certificate program that includes computer coursework* **and** one (1) year of full-time paid (or the equivalent part-time and/or volunteer) experience with a variety of micro-computer hardware and software; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma **and** two (2) years of full-time paid (or the equivalent part-time and/or volunteer) experience with a variety of micro-computer hardware and software.
- D. Any equivalent combination of training and experience as described in a, b, and c above.

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