

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

POSITION: **Makerspace Coordinator** **Posted: September 5, 2024**
Open Until: September 27, 2024

DEPARTMENT: Library 610

HOURS OF WORK: 19 hours per week.

SALARY: \$25 per hour. No benefits. 3 Year Grant

BASIC FUNCTION: Responsible for conducting and developing programming in the Makerspace. The library staff creates an ongoing calendar of Makerspace programs and offerings.

RESPONSIBILITIES:

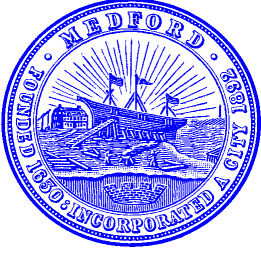
- Conducts classes and workshops in the makerspace for adults, seniors, and occasionally teens and tweens. With the library staff, hires outside instructors for specialty classes and programs
- Coordinates the schedule and assignments for the Makerspace assistant.
- Conducts programming based on library equipment such as the 3D printer and Glowforge; coordinates with the tech instructor when necessary
- With the library staff, maintains the schedule for Makerspace use; assists staff with the program calendar and room reservation
- With the library staff, manages Makerspace supply, equipment and budget requests.
- Trains members of the public on use of Makerspace equipment as part of the public workshop program; maintains the badging system and scheduling of the Makerspace for members of the public.
- Contributes to publicity for Makerspace programs.
- Works with other community groups such as the Mystic Makerspace and Senior Center to design and offer programs.
- Keeps abreast of Maker trends, develops programming in response.
- Performs all other work requested by the Manager, Department Head, Mayor or designee.

EDUCATION & EXPERIENCE:

- Minimum Experience Requirement: High School Diploma

KNOWLEDGE, SKILLS & LICENSES:

- **Knowledge:** Experience with art and craft instruction and programming. Strong organization, time management and follow-up skills; ability to successfully handle multiple projects concurrently; ability to work independently. Familiarity with makerspaces preferred.



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PHYSICAL REQUIREMENT:

- While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is required to walk; use hands to operate; finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to lift light to medium weight boxes, containers, or books.

WORK ENVIRONMENT:

- The work environment in a standard indoor office environment. The noise level in the work environment is usually low to moderate.

ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155

Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.