

Maker Lab Specialists:

Troy-Miami County Public Library is looking for one full-time and two part-time staff members for our new Maker Lab scheduled to open to the public early in 2023. Under the general direction of the Maker Lab Manager, the Maker Lab Specialists will perform a variety of tasks assisting patrons with their DIY projects from initial concept to final product.

The starting salary range is \$17-\$21 hour, depending on experience and part-time/full-time status. In addition, we pay 8.5% of your 10% OPERS contribution. Schedules will include daytime, evening, and Saturday shifts. Submit an application, available on our website, to dbradford@tmcpl.org. Application and full job description can be found at: <https://www.tmcpl.org/about/job-opportunities>. These positions will remain open until filled.

Essential Duties/Responsibilities:

- Instructs and aids patrons in use of maker lab equipment and associated software; provides both one-to-one assistance and group instruction.
- Plans, designs, promotes, presents, and evaluates maker lab programs for patrons of all ages.
- Plans and/or prepares displays, pathfinders, or other informational materials.
- Schedules equipment reservations for patrons and gives tours of the maker lab.
- Maintains, calibrates, organizes, cleans and troubleshoots all equipment in the maker lab, performing simple repairs as applicable.
- Tracks use of consumable materials and orders replenishments as needed.
- Gathers statistics, prepares reports, and completes other projects as assigned.
- Keeps abreast of information by regularly reading email, minutes and staff website as well as attending staff meetings.
- Other duties as assigned by the manager.

Required Skills, Knowledge and Abilities:

- Ability to provide knowledgeable and timely customer service to maker lab patrons
- Ability to communicate clearly and read printed and on-screen information.
- Ability to multi-task, work in a fast paced environment and handle difficult situations.
- Some knowledge of 3D modeling and printing/fabrication.
- Some knowledge of computer programming such as Scratch, Arduino, or more.
- Working knowledge and experience in DIY and making.
- Experience with robotics and electronics including, but not limited to, Legos, Arduinos, Raspberry Pi, Little Bits, etc.
- Experience with electronics soldering and the use of power tools.
- Ability to handle routine problems under guidance of manager and keep manager informed of departmental needs and concerns.

Education/Experience:

- Bachelor's degree from an accredited college or university or any equivalent combination of experience and training.
- 1-3 years of Customer Service experience strongly preferred.

Working Environment and Physical Requirements:

- Work is performed in a makerspace setting, with need for considerable mobility; light lifting, bending, stooping, stretching, standing, and sitting at a variety of work benches and desks.