



## **Job Description**

**Job Title:** Maker Lab Manager

**Department:** Maker Lab

**Reports To:** Executive Director

**Status:** Full-time, exempt

**Created/Revised:** May 2022

### **Job Summary:**

The Maker Lab Manager carries out objectives and goals of the strategic plan to better serve the community. Develops goals, procedures, trainings, and evaluation tools related to programs and the use of the Maker Lab. Responsible for the overall operations of the Maker Lab. Serves as the Library's expert on the development and operation of makerspaces and other creative learning spaces and the primary driver for the development of these spaces.

### **Supervisory Responsibilities:**

- Directly supervises Maker Lab Specialists.
- Explains and enforces library employment policies and operational procedures.
- Trains staff in procedures and policies related to maker lab activities.
- Assists with hiring and interviewing new maker lab staff.
- Approves time off requests and verifies payroll time sheets.
- Provides constructive feedback and conducts performance evaluations.
- Handles corrective action as needed with HR support and in accordance with policy.

### **Essential Duties/Responsibilities:**

- Creates education-based initiatives that are engaging and interactive and incorporates the use of instructional technology, makerspace, and computer-based programming for student, family and other audiences.
- Coordinates and participates in the implementation and use of technologies that support learning in STEAM (Science, Technology, Engineering, Art, and Mathematics) disciplines.
- Establishes relationships and collaborates with external partners to create maker-related programming and develops the Maker Lab as a resource for STEAM learning.
- Develops the schedule and content of programming and works with the Engagement Manager on marketing of the programs.
- Develops and maintains departmental budgets, reports, statistics and supply inventory.

- Researches, develops and prototypes innovative maker lab activities and maintains all materials, tools and equipment, including collaborating with the IT Manager on hardware and software needs.
- Trains library staff on incorporating creative technology into programming.
- Attends Library Manager meetings and participates in other meetings as needed.
- Keeps abreast of current developments in the field through attendance at and participation in conferences and workshops and through programs of continuing education, professional reading, and participation in professional groups.
- Keeps abreast of information by regularly reading email, minutes, the staff website and by attending staff meetings.
- Other duties as may be assigned by the Executive Director.

#### **Required Skills, Knowledge and Abilities:**

- Demonstrates success developing and evaluating educational programs; selecting and successfully operationalizing innovative programs.
- Demonstrates proficiency and comfort with a variety of hardware and software products.
- Experience managing complex projects, resulting in measurable successes and growth.
- Ability to apply learning theories that support making principals when designing learning activities.
- 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.
- Demonstrates ability in physical computing, hardware and software, video and audio production, and desktop fabrication.
- Demonstrates success building learning experiences and community relationships.
- Ability to maintain good relations with the public and other staff, individually and in general, shows tact and courtesy.
- Ability to educate and encourage advocacy for the library.
- Excellent oral and written communication skills with strong emphasis on instruction and public speaking.
- Ability to work effectively with diverse populations.
- Ability to handle routine problems and keep supervisor informed of departmental and system-wide needs and concerns.

#### **Education/Experience:**

- Bachelor's degree in science, education, instructional technology, educational technology, computer science, and/or a related degree.
- Experience with 3D modeling, rendering, printing, audio-visual equipment and software, laser cutters, and other creative technology tools.
- Experience with instructional design and delivery, specifically in the areas of physics, computer science, engineering, robotics and/or electronics.

**Working Conditions & Physical Requirements:**

- Work is performed in an office-like setting, but with need for considerable mobility: light lifting, bending, stooping, stretching and sitting at a variety of desks and service points.
- Employee may be scheduled to work evening and Saturday hours; schedules may be altered depending on the needs of the library.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

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Employee signature below indicates the employee's understanding of the functions, duties, and requirements of the position.

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Employee Signature

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Date

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Supervisor Signature

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Date

