

MAKERSTUDIO SPECIALIST

Department:	Administration	FLSA Status:	Exempt
Reports To:	Whitestown Branch Manager	Job Group:	Specialist VII
Supervises:	N/A	Primary Location	Whitestown
Updated:	November 2023	Pay Range:	\$19.00 - \$21.00

At the Hussey-Mayfield Memorial Public Library, we are dedicated to enriching the lives of the communities in Zionsville and Whitestown, Indiana. Our team is at the forefront of library services, embracing modern technologies, creating innovative amenities, and delivering personalized, up-to-date programs. We foster collaboration, knowledge-sharing, and entertainment throughout our community. We are proud to be an Equal Opportunity Employer.

Team members are assigned a “primary library location” to provide consistency for their day-to-day work-life. There will be times that team members are asked to assist at their non-primary location or at community events. This position’s assigned primary library location is at the Whitestown Library.

POSITION OVERVIEW:

The MakerStudio Specialist is at the forefront of empowering patrons within the Zionsville, Whitestown, and mobile locations of HMMPL, facilitating access to technology and equipment that fosters design, exploration, and creation. This individual is responsible for the coordination, programing, and training initiatives for our MakerStudio facility, fostering innovation, creativity, and community engagement.

KEY RESPONISBILITIES:

1. Patron Assistance

- Cultivate a patron-focused culture, ensuring outstanding customer service.
- Lead MakerStudio coordination, from reservations to program execution.
- Develop and implement innovative programs, offering age-appropriate STEAM-related programs, both on and off-site.
- Assist patrons of all ages in utilizing tools, equipment, materials, and software providing one-on-ones instruction.
- Partner with library departments to identify development opportunities and tie-ins to broader programming plans.
- Maintain a safe and user-friendly MakerStudio environment.
- Cultivate relationships with community members and organizations to enhance MakerStudio programs.
- Address patron questions, provide direction, and resolve complaints.

2. Organizational Support

- Act as a key department specialist, aligning with the library’s overall strategy.
- Educate the public about available services and programming.
- Collaborate with the management team to update and refine policies and procedures.
- Organize and attend library committee meetings, facilitating communication and cooperation throughout the library.
- Monitor the MakerStudio department budget, actively participating in budgetary discussions.

- Provide input into the ongoing development, implementation, and evaluation of the library's strategic plan.

3. Professional Development

- Develop and maintain in-depth product knowledge of MakerStudio resources.
- Participate in professional conferences, workshops, and training opportunities to stay updated on industry trends.
- Proficiently troubleshoot problems with equipment and provide effective problem-solving.
- Teach patrons how to use equipment with a compassionate and patient approach.

4. Additional Duties

- Prepare and monitor statistics relating to MakerStudio usage.
- Assist in developing library-wide training programs and events.
- Create and define standard operating procedures.
- Assist with preparing and submitting grant requests.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS AND PREFERENCES

- **Required**
 - Bachelor's degree in education, library science, or a STEAM-related field.
 - 3 years' experience of instructional or programming experience
 - Demonstrated ability to quickly learn and adapt to new software and technology.
 - Strong interpersonal and communication skills.
 - Proficiency in Windows and iOS environments.
 - Familiarity with graphic design software (e.g., Adobe Creative Suite)
 - Ability to work collaboratively within a team environment.
- **Preferred**
 - Experience in an educational setting, focused on STEAM-related programs.
 - Experience with technologies in the MakerStudio (video/sound editing software, sewing machines, vinyl cutter, 3D printing, etc.)
- **Physical Demands:**
 - This position requires physical demands including reading, writing, maintaining hand-eye coordination, standing, sitting, walking, bending, crawling, climbing, pushing, pulling, and lifting items weighting 15-20 pounds.

Employees are expected to perform the job duties listed with or without accommodation, if accommodation is needed, they should request it through the appropriate channels.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have read and understood the above job description for the Hussey-Mayfield Memorial Public Library. I recognize that this description outlines the essential duties, responsibilities, and qualifications required for this position. I further acknowledge that this job description is not an employment contract and does not guarantee employment for any specific duration. Employment with the Hussey-Mayfield Memorial Public Library is at will and the employer, or I, can terminate the employment relationship at any time, for any reason, with or without notice or cause.

Employee Name:		Date:	
Employee Signature:			