

MACHYNE

POSITION: Workshop Manager
STATUS: Exempt
ORGANIZATION: 16 Tech Community Corporation
REPORTS TO: Executive Director, Machyne

ORGANIZATION OVERVIEW

Opening in January 2021, Machyne will be a 15,000 square foot facility in the heart of the 16 Tech Innovation District and owned by the non-profit 16 Tech Community Corporation. A workshop well-equipped with high-tech and classic design and fabrication resources, Machyne will offer a full spectrum of tools, classes, and events to a diverse community of members in order to help people turn their ideas into physical and digital products. Tools will range from woodworking and welding equipment to 3D printers and laser cutters to desktop and virtual reality design resources. Community members will represent a diverse group including professional designers, engineers, and fabricators who wish to create new product prototypes and inventions; K-12 students looking for hands-on STEAM experiences; hobbyists who wish to bring their projects to life; and adults interested in exploring workforce development opportunities, among others. The mission and programming of the facility is broad; its true product is the sense of shared optimism among community members that comes from learning and making together.

Located in HqO, the innovation hub at 16 Tech, Machyne will operate in a vibrant building that includes flexible office space and an artisan marketplace with food, beverage, and event space. Creative opportunities exist to collaborate on bundled memberships, services, resources, and unique experiences to produce together.

At 16 Tech Community Corporation, we believe we have a responsibility to drive inclusion and equality in our community, our workplace and the 16 Tech Innovation District. We are committed to creating equitable opportunities for people from diverse backgrounds and inclusive environments for all to thrive and participate through inclusive programs, hiring processes, benefits, and more.

To learn more, please visit www.16tech.com/machyne.

POSITION OVERVIEW

The Workshop Manager for Machyne will be primarily responsible for maintaining the tools and equipment in safe, practical, organized and clean condition for members to use and for instruction for the general public.

Because the majority of makerspace members will be new to the maker culture, a positive and friendly personality, empathy for novices, ability to teach complicated skills in simple ways, and patience for occasional imperfect use of the tools are all very important.

JOB RESPONSIBILITIES

Tool use, instruction, maintenance, and repair

- Learn how to use the tools in the makerspace, primarily from tool manuals, communications with the tool manufacturer, and online resources
- Create introductory course curricula to teach tools in the makerspace
- Teach others how to use the tools in the makerspace in an introductory capacity
- Learn how to maintain the tools in the makerspace in a basic capacity, primarily from tool manuals, communications with the tool manufacturer, and online resources
- Perform basic maintenance of the tools in the makerspace
- Perform basic diagnostics of imperfectly functioning tools in the makerspace
- Communicate with service contract providers to repair tools as necessary

Member assistance

- Assist members with use of the tools for more advanced purposes (This is different than teaching people how to use tools, and may require more specific investigation about niche applications of tools or connection to other members/instructors/community members who have that expertise.)
- Politely inform members if they misuse equipment or misapply policies at the makerspace
- Manage infractions of makerspace policies; bring larger conflicts/disagreements to awareness of management

Instructor and class management

- Interface with additional instructors who will teach introductory or more advanced classes on the tools
- Coordinate with instructors if more advanced materials, niche add-ons/accessories for tools, or special materials are required
- Track inventory of materials, tool consumables, and order as necessary

Tours, demonstrations, and promotion of the makerspace

- Provide tours of the workshop, demonstrations of various tools, and simple introductory lessons for K-12 groups, community groups, college students, workforce development programs, entrepreneur/startup organizations, corporate team building groups, and more
- Coordinate with the Community Manager to identify projects, stories, and experiences to promote through social, web, and newsletter channels of the makerspace. As needed, capture content (photo/ video) and or coordinate the capture of media.

Management and admin

- Maintain records (tool usage by members, materials inventory, timesheets for part-time employees, interns, and apprentices)

- Manage members, volunteers, interns and apprentices who wish to help maintain and organize aspects of the workshop

QUALIFICATIONS

It is not expected that any single person will have experience with every tool in the makerspace - thus, it is more important that the Workshop Manager be able to *teach themselves* how to use these tools and then to *teach other novices* how to use these tools. It is preferable that the Workshop Manager have professional expertise in at least one of the following skills and basic expertise in several of the following: woodworking, welding, machining, CNC machining, CNC plasma cutting, 3D printing, laser cutting, 2D/3D design, electronics, and/or fiber arts.

Industrial artists, industrial designers, sculptors, hobbyist makers with expertise in a wide-range of hands-on tools, or simply fast learners who are good with their hands and quick with a smile are all encouraged to apply.

DETAILS

The Workshop Manager will coordinate closely with the Community Manager, both of whom will report to the Executive Director of Machyne.

- Approximate hours 11am-7pm, five days a week, with occasional evening and weekend requirements
- Salary and benefits commensurate with experience
- Applications will be accepted on a rolling basis; interested candidates are strongly encouraged to submit their resume and cover letter by October 2 to alex@machynemakerspace.com.

16 Tech Community Corporation, Machyne, and related entities are Equal Employment Opportunity and Affirmative Action Employers. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.