

CREATIVE SPACE ASSOCIATE II

Part time positions (20 hours)

Class: LS2

Status: Non-Exempt

Under the general supervision of the Branch Manager, the Creative Space Associate (CSA) is responsible for instructing and assisting library customers in the use of makerspace technology. The CSA also assists with inventory of consumable materials and performing regular maintenance in relation to technology used by library customers. This work requires the CSA to be (or quickly become) proficient in the use of hardware and software related to customers. The CSA must also possess strong instruction and support skills in order to successfully train and assist a wide range of customer skill levels. This part time (20 hours per week) position will work days, nights and a weekend rotation.

As a Creative Space Associate, a typical date may include the following...

- ✓ Enforces policies and procedures regarding safety in order to maintain a creative, safe and fun environment in the Boone Innovation Lab.
 - ✓ Deliver technology related instruction and support to individuals or groups of library customers.
 - ✓ Develops and implements makerspace programs, services and projects for all ages.
 - ✓ Process, install, configure, maintain and troubleshoot existing library technology equipment as assigned.
 - ✓ Perform job related administrative tasks, such as maintaining session statistics, granting and recording customer privileges, scheduling support appointments and maker kits, etc.
 - ✓ Collaborates with the Creative Space Specialist in the creation of lesson plans, supplementary materials, and documentation related to the use of publicly available library technology.
 - ✓ Share technology news and items of interest relevant to staff on internal communication resources.
- Perform related duties as assigned

This job maybe a good fit for you if you have...

Undergraduate degree in a related field, 2-5 years related work experience **OR**
Equivalent combination of education, training, and work experience that will provide the required knowledge, skills and abilities

SKILLS and ABILITIES

Experience installing and troubleshooting software and hardware, including 3D printers and other maker technology.

Passion and knowledge about the use of technologies to support creative, engaged learning.

Sound organizational skills and an ability to recognize and change work priorities in a timely fashion.

An experienced practitioner and mentor in the making processes that accommodates a diverse population of users and learners.

Exposure to basic programming and one board computers such as arduinos, raspberry pi, etc; or ability and interest to learn.

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.

Interest and abilities in physical computing, open source hardware and software, video and audio production, and desktop fabrication.

Perform library-related work as assigned for the efficient and effective operation of the branch.

Working knowledge of standard reference resources and materials.

Ability to deal tactfully and effectively with the public and other staff members.

Ability to work under minimal supervision.

Ability to communicate effectively verbally and in writing; strong presentation skills.

Proficiency with computers, the Internet and various software programs, such as Microsoft office applications.

PHYSICAL DEMANDS

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]

Reaching, bending, kneeling and crouching to retrieve and replace library materials

Movement throughout the facility locating/retrieving materials and assisting users for 4-8 hour shifts

Talking/reading aloud to groups for 30-45 minutes, more than one time per day

Handling and manipulating library materials; pages, cards, forms, etc

Operating computer and audiovisual equipment

Visual acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of type sizes

What we have to offer...

\$14.50 per hour, plus a great working culture and flexibility

Position will remain open until filled.

If you have what we're looking for in this position, send cover letter, job application and resume to:

Human Resources Manager
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
E-mail: jobs@bcpl.org
Fax 859-689-0410