



16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

POSITION: MACHYNE PART-TIME WORKSHOP ASSISTANT
STATUS: Non-Exempt
ORGANIZATION: 16 Tech Community Corporation
REPORTS TO: Workshop Manager

ORGANIZATION OVERVIEW

Machyne is a 15,000 square foot makerspace, located in the heart of the 16 Tech Innovation District. A workshop well-equipped with high-tech and classic design and fabrication resources, Machyne offers 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 range from woodworking and welding equipment to 3D printers and laser cutters to desktop and virtual reality design resources. Community members 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 of 16 Tech's makerspace 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 operates in a vibrant building that includes flexible office space and a food hall. Creative opportunities exist to collaborate on bundled memberships, services, resources, and unique experiences to produce together.

Learn more about Machyne at machynemakerspace.com.

16 Tech Community Corp is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To learn more, please visit www.machynemakerspace.com.

POSITION OVERVIEW

Part-time staff for Machyne are expected to be flexible and to complete a variety of tasks as assigned. Tasks may include assisting with instruction, cleaning, maintenance, member assistance, tours & demonstrations, production projects, and events.

Many makerspace members are new to the maker culture, so 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, cleaning, and maintenance

- Learn how to use the tools in the makerspace
- Assist in the cleanliness of tools and the makerspace as a whole
- Assist in teaching others how to use the tools in the makerspace in an introductory capacity
- Assist in basic maintenance of the tools in the makerspace
- Assist in basic diagnostics of imperfectly functioning tools in the makerspace

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

Tours, demonstrations, and events

- Assist in providing 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

Production

- Assist with design and production work for members and non-members of Machyne (creating prototypes, etc)
- Interface with clients and Machyne team regarding design and production work for members and non-members of Machyne (creating prototypes; simple projects; digital designs; etc)

QUALIFICATIONS

It is not expected that any single person will have experience with every tool in the makerspace. It is preferable that part-time staff 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

- Hourly pay starts at \$18.50/hour
- Applications will be accepted on a rolling basis; interested candidates are strongly encouraged to submit their resumes and cover letter as soon as possible to careers@16tech.com.

16 Tech Community Corporation 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.

More information is available at www.16tech.com.