

## **Position Title: Makerspace Assistant (temporary part-time)**

Colchester-East Hants Public Library is seeking a **creative** and **dynamic** individual to join the Truro Public Library as a Makerspace Student Assistant for the Malcolm and Charlotte MacQuarrie Makerspace.

The Malcolm and Charlotte MacQuarrie Makerspace is a dedicated space in the Truro Library that's used to engage individuals of all ages in STEAM (Science, Technology, Engineering, Art and Math) through innovative, hands-on learning experiences. The Makerspace allows individuals to use tools and different materials to design, make, tinker and create projects on their own. This is a space where we encourage learning, prototyping, sharing of ideas, productive failure, thinking and collaboration.

Under the direction of the Head of Youth Services, the Makerspace Student Assistant assists with planning and delivering Makerspace programs and services and raising the profile of the Makerspace.

### **Duties / Tasks**

- Help foster a creative and fun makerspace environment that encourages experimentation and discovery;
- Assist with facilitating Makerspace open hours to the public;
- Assist with the development and provision of STEAM programming for all ages;
- Provide instruction and demonstrations to both individuals and groups;
- Assist with publicity and promotion of makerspace programs and services;
- Assist with maintaining library makerspace equipment, including 3D printers, robotics, Cricut cutter, sewing machine, etc;
- Document and maintain inventory and service records;
- Process user requests for 3D printing;
- Answer questions and assist with equipment troubleshooting for both the public and staff;
- Perform other related duties as required or assigned.

### **Education, Experience and Abilities**

- Grade 12 required, with some post-secondary studies preferred.
- Demonstrated interpersonal, organizational, communication, and teamwork skills, including the ability to communicate effectively, tactfully, patiently, and courteously with people from a wide variety of cultural, social, and education backgrounds.
- Motivated to learn and embrace new technologies.
- Experience with some combination of 3D printing technology, sewing machine, Cricut cutter, button-maker, robotics, DIY electronics and related tools.
- Excellent computer and troubleshooting skills.
- Ability to provide individual/small group instruction.
- Ability to offer advice and work with young and old inventors.
- Ability to adapt quickly and solve problems.
- Ability to work independently and as part of a team.
- Ability to carry, push and pull heavy loads.
- Must be able to work evenings and weekends.

### **Hours and Rate of Pay**

This is part-time temporary position (**14 hours/week**) which includes the following regular shifts: every Saturday 9:30am – 5:00pm, and two evenings per week from 4:30pm – 8:00pm. The term for this temporary position is September 16, 2019 to March 20, 2020.

The rate of pay for this position is **\$12.42 per hour (LC1, step 1 on a 5-step scale)**.

### **Application Process**

Please submit resume and cover letter to:

Sarah Wood, Acting Head of Youth Services  
Colchester-East Hants Public Library  
754 Prince Street, Truro, NS, B2N 1G9  
Email: [swood@cehpubliclibrary.ca](mailto:swood@cehpubliclibrary.ca)

**Application Deadline: 5:00pm on Saturday, September 14, 2019**

**We thank all applicants for their interest; however, only those selected for an interview will be contacted. To learn more about the Colchester-East Hants Public Library visit our website at [www.lovemylibrary.ca](http://www.lovemylibrary.ca) .**