



Reviewed 08/2021

JOB TITLE		DEPARTMENT	JOB LEVEL
Assistant Makery Manager		Makery	X
CLASSIFICATION	REPORTS TO	SUPERVISES	
Non-Exempt	Assistant Director	Some Supervision	

**JOB PURPOSE:** To oversee the day-to-day operation of the Makery. Lead the Library in teaching, informing, engaging, and promoting the Makery. To assist the public in using the makerspace and equipment. To create a hands-on learning environment and help users transform their ideas into reality.

**ORGANIZATIONAL RELATIONSHIPS:** Supervised by the Assistant Director.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

**The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Responsibilities will include some combination of the following:

- Oversee the day-to-day operation of the Makery.
- Provide excellent customer service to patrons of diverse ages and abilities.
- Prepare instruction and programming for staff and patrons.
- Research, recommend, and coordinate the purchase of new equipment for the Makery.
- Oversee equipment maintenance.
- Work with departments and staff to promote the use of the Makery.
- Assist patrons with Makery equipment.
- Help patrons with creative projects.
- Complete 3D print requests.
- Maintain up-to-date knowledge of technology offered at the Library.
- Commit to creating a hands-on learning environment.
- Work with and supervise Makery staff to coordinate day to day tasks.
- Maintain communication and fosters relationships with community groups and participates in networking groups.
- Develop and recommend procedures for the use of equipment in the Makery.
- Provide Administrative staff with updates and pertinent information as necessary.
- Provide input and assists in marketing efforts and promotion.
- At least half of work time is spent standing or walking. Must work day, evening, and weekend shifts as scheduled.

- Helps to maintain an atmosphere conducive to patrons connecting, creating and exploring.
- Other duties as assigned.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge in Windows, Mac, Android, and iOS operating systems and software.
- Basic knowledge or ability to learn design/editing software including Adobe Creative Cloud.
- Aptitude with creative/maker technology software and equipment.
- Experience providing group and one-on-one technology instruction.
- Ability to handle a variety of situations using independent judgment.
- Interact patiently and pleasantly with patrons.
- Work independently and as a member of a team.
- Read, write, and communicate effectively.
- Attention to detail, accuracy in work, and receptiveness to change.

**PREFERRED:**

- Experience working with the public.
- Knowledge of basic library organization.

**ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS:**

- Ability to operate technology, including computers and Makery equipment.
- Ability to read, write and communicate effectively both in person and in telephone conversations.
- Work may include prolonged sitting and standing.
- Ability to work scheduled hours, which may include days, evenings, and weekends.

**QUALIFICATIONS:** Bachelor's Degree.

The Elmhurst Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.