

Mount Clemens Public Library

Job Description

Makerspace Assistant

Reports To:	Library Director
Department:	Adult Services
FLSA Status:	Non-Exempt
Employment Type:	Part-Time, up to 29 hours per week, including scheduled evenings and Saturdays
Wage Range:	\$16.00 – \$19.50 per hour, based on experience

Position Summary

Under the direction of the Library Director, the Makerspace Assistant helps patrons of all ages safely and effectively use the Library's Makerspace tools, equipment, and technology, including 3D printers, laser cutters, vinyl cutters, sewing and embroidery machines, and digital conversion equipment. This role combines hands-on technical assistance with direct patron service, program support, and routine equipment maintenance, helping the Library provide free and equitable access to creative tools and skill-building opportunities for the community.

Essential Duties and Responsibilities

Patron Services & Technical Assistance

- Provide prompt, courteous, and direct assistance to patrons using Makerspace equipment and technology.
- Answer questions and fulfill job requests from Makerspace patrons, referring to other Library departments as necessary.
- Assist patrons with Makerspace equipment, including 3D printers, laser cutters/engravers, vinyl plotters, sublimation printers, and sewing/embroidery machines.
- Assist patrons with the safe use of basic hand tools and power tools, such as drills, hand saws, and rotary tools (e.g., Dremel).
- Assist patrons with digital conversion equipment (VCR, 8mm, audio, slides, photographs, etc.).
- Provide basic technical assistance with related design software (e.g., Tinkercad, Cricut Design Space, Adobe Creative Suite).

Equipment & Space Maintenance

- Operate, troubleshoot, and perform basic maintenance on Makerspace equipment.
- Monitor Makerspace activity to ensure compliance with safety procedures and proper use of tools and equipment, including hand and power tools.
- Maintain Makerspace supply inventory and notify supervisor of reordering needs.
- Keep the Makerspace organized, clean, and welcoming for patrons of all ages and skill levels.
- Research emerging Makerspace and Tech Lab technologies and hardware, and propose new equipment, tools, and upgrades to the Library Director based on patron demand, industry trends, and budget considerations.

Programming & Outreach

- Assist with the planning, setup, delivery, and breakdown of Makerspace programs and workshops for children, teens, and adults.
- Help design and lead hands-on programs, such as 3D printing basics, digital design, or crafting workshops, as assigned.
- Assist with the creation of promotional materials, signage, and social media content highlighting Makerspace activities.
- Represent the Library and the Makerspace program at community events as needed.

General

- Track Makerspace usage statistics, program attendance, and material costs for reporting purposes.
- Enforce Library policies regarding equipment use, safety, and patron conduct.
- Provide general public service support at the reference or circulation desk as needed.
- Other duties as assigned.

Minimum Qualifications

- High school diploma or equivalent required.
- Demonstrable aptitude in using and explaining the use of Makerspace-type equipment (3D printers, laser cutters, craft/fabrication tools, or similar technology).
- Working knowledge of basic hand and power tools (e.g., drills, hand saws, rotary tools) and their safe operation.
- Strong familiarity with Windows, Apple, Android, and other popular computing and mobile technologies.
- Strong communication skills, including the ability to adapt to a variety of age groups and experience levels.
- A strong public service orientation.
- Willingness to seek out assistance as needed in answering questions.
- Ability to lift and move materials and equipment weighing up to 25–40 lbs.

Preferred Qualifications

- Associate's or Bachelor's degree in a related field (education, art, engineering, technology, or library science).
- Prior experience in a public library or nonprofit community setting.
- Experience teaching or leading hands-on workshops for children, teens, or adults.
- Basic knowledge of electronics, coding, or robotics (e.g., Scratch, Python, Arduino).
- Experience with the Polaris Integrated Library System (ILS).

Physical Requirements and Work Environment

- Ability to lift and move library and Makerspace materials weighing up to 25–40 lbs.
- Ability to stand, bend, and walk for extended periods, and to sit at a workstation for extended periods.
- Exposure to equipment that generates fumes, heat, or noise (e.g., laser cutter, 3D printer); proper ventilation and safety training provided.
- Regular attendance during scheduled hours, including evenings and Saturdays, is an essential function of this position.

To Apply

Send resume and cover letter to Katie Barnes at kbarnes@mtclib.org.

The Mount Clemens Public Library does not acknowledge receipt of applications.

The Mount Clemens Public Library is an equal opportunity employer.