

Baldwin Public Library - Position Posting

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and Bloomfield Hills. It is a Class V library with a service population of 35,000 people and an annual operating budget of \$3,100,000. Its circulation is 488,000 items per year, its gate count is 270,000, and its program attendance is 35,000.

POSITION: IDEA LAB SUPERVISOR – FULL-TIME

This position plays an essential role in ensuring that the Baldwin Library's Idea Lab (i.e., makerspace) runs smoothly by helping to maintain and operate the Lab's equipment (Cube Pro Duo 3D Printer and Full Spectrum H-Series Laser Cutter) and software, and by assisting patrons and staff when needed.

HOURS: 40 hours per week—including days, nights, and weekends

RESPONSIBILITIES: Reports to the Head of Adult Services, but must also cooperate closely with the Head of Youth Services, IT Coordinator, and Administration. The Idea Lab Supervisor will be required to fulfill the following duties:

- Operate the hardware (3D printer and laser engraver) and software associated with the Idea Lab
- Suggest new hardware and software for the Idea Lab
- Prepare policies and procedures for the Idea Lab
- Develop and document training procedures for Idea Lab machinery
- Create and implement Idea Lab programs and instruction for the public
- Provide Idea Lab training for staff
- Provide basic maintenance on Idea Lab equipment
- Hire, train, and supervise part-time technology assistants to help oversee the Idea Lab
- Attend continuing education seminars and workshops that are relevant to the Idea Lab
- Keep in touch with libraries, schools, and other institutions that have similar spaces and programs
- Manage the Idea Lab's web presence on the Library's website
- Other duties as assigned

QUALIFICATIONS: Candidates should be innovative and enthusiastic; possess a broad knowledge of interests; be able to communicate effectively; know how to adapt to a fast-paced work environment; enjoy collaboration; and be able to serve an educated public cheerfully. Requirements:

- High school diploma or equivalent, as well as experience in a public library environment
- Experience using a 3D printer and laser engraver
- Knowledge of 3D modeling software (TinkerCAD, AutoDesk AutoCad, SketchUp, etc.)
- Good technical, mechanical, and design skills
- Enthusiasm and willingness to learn and make new things
- Ability to prioritize and multi-task

- Reliability and patience
- Willingness to serve patrons of all ages cheerfully
- Ability to express thoughts clearly and effectively both verbally and in writing
- Physically capable of lifting loads 50 pounds in weight

SALARY RANGE: Range begins at \$17.20/hour

BENEFITS: Pro-rated vacation leave, sick leave, and holidays
City of Birmingham defined contribution retirement plan

APPLICATION: Cover letter, resume, and [application](#) due by Tuesday, November 7, 2017

PROCEDURE: Mail cover letter, resume, and fully completed application form to:

Baldwin Public Library
Attn: Paul Gillin
300 West Merrill St.
Birmingham, MI 48009
Electronically to: paul.gillin@baldwinlib.org

The job posting and application is available on the library's employment website: <http://www.baldwinlib.org/employment/>