



NORTHVILLE DISTRICT LIBRARY

The Northville District Library seeks an enthusiastic candidate with strong customer service skills who enjoys working with new and emerging Makerspace technologies like 3D printing, laser cutting/engraving, vinyl cutting, and more. If you're interested please see the details below:

Position: **MakeIT Assistant – Part Time**

10 to 20 Hours per week

Hours will include one evening per week and at least one Saturday per month.

Pay Rate: \$13.76/hr to start

Essential Duties Include:

- Answer questions and job requests from makerspace patrons, referring to other Library departments as necessary.
- Assist running various job requests using the Library's Makerspace equipment.
- Perform basic equipment maintenance.
- Assist library patrons with use of Digital Conversion equipment (VCR, 8mm, Audio, Slides, Pictures, etc).
- Assist library patrons with use of Makerspace equipment (3D printer, laser cutter/engraver, sublimation printer, vinyl plotter, sewing and embroidery machine, etc).
- Other work duties as assigned by the supervisor.

Required Qualifications:

- Demonstrable aptitude in using and explaining the usage of Makerspace equipment.
- Strong familiarity with Windows, Apple, Android, Office, Google, and other popular computing and mobile technologies and environments.
- Strong communication skills, including ability to adapt to a variety of age groups and experience levels to provide effective support and guidance.
- Patient, friendly and approachable demeanor. Works well with others and is able to multitask effectively.
- Excellent problem-solving skills.
- Ability to learn to use new technologies, sometimes with little formal instruction or training.
- Applicants must be at least 17 years old.
- One evening per week and one Saturday per month is required.
- Willingness to seek out assistance as needed in answering questions

Deadline for application: Friday, November 22, 2024 or Until Filled

Submit a resume, cover letter and application to:

Attn: Michael McEvoy
Northville District Library
212 West Cady Street
Northville, Michigan 48167-1560
phone: 248-349-3020
fax: 248-349-8250
email: mmcevoy@northvillelibrary.org