

Samuels Public Library Job Description

Position Title: Memory Lab/ Makerspace Coordinator (Grade 5)

Reports to: Adult Reference Manager

Fair Labor Standards Act: Non-Exempt, Part-Time (30 hrs)

Position Opening: 4.5 years

Position Summary:

The Memory Lab/ Makerspace coordinator is a service-oriented, well-organized, technically savvy, and self-motivated position. Based in the adult reference department of Samuels Public Library, the Memory Lab/ Makerspace coordinator is responsible for meeting the performance objectives for the grant-funded project to expand memory lab and makerspace resources and local history endeavors at the library. The Coordinator assists patrons with the technology in the Memory Lab/Makerspace and ensures users are adhering to the Memory Lab/Makerspace policies, along with creating adult programs for the space. The position will aid in training other library staff and volunteers to use the Memory Lab/ Makerspace equipment. The coordinator will also provide assistance on the reference desk when needed, including providing reference and reader's advisory services; and oversees usages of the public access computers. The Memory Lab/ Makerspace Coordinator will be a temporary part-time position for a 5-year period, reporting to the Adult Reference Manager.

Major Position Responsibilities:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Works to expand Memory Lab resources to fulfill performance objectives of the grant-funded project
- Archives special collections held by Samuels Public Library
- Acts as liaison with community partnerships concerning the project and aids with digitization efforts of those partner collections
- Completes descriptive work on processed collections, and adds content to an accompanying digital exhibit from collections
- Develops access tools for collections including a LibGuide and finding aids
- Promotes the project through community outreach, workshops, and other programs
- Collaborates with Adult Reference Manager to develop a robust and sustainable volunteer and internship program for the space
- Plans and coordinates adult day and evening programs in the memory lab/makerspace
- Provides reference services including: readers advisory, instruction of library resources to the public, overseeing usage of the public access computer, and other duties as assigned

Knowledge, Skills, and Abilities:

- Excellent communication skills

- Considerable knowledge of books and authors, periodicals, reference media
- Good Internet/on-line searching skills
- Office Software skills
- Ability to establish and maintain good working relationships with library patrons and staff
- Familiarity with library and archival access tools preferred
- Familiarity with database software such as Omeka, Past Perfect, etc., preferred
- Skills with various Makerspace technology and equipment such as 3D printing, Cricut, Glowforge, or sewing machines preferred
- Demonstrated knowledge of American history preferred

Education and Experience:

- Requires a Bachelor's degree in English, history, or related field
- Requires demonstrated experience in an archives or library setting
- Requires experience processing archival or manuscript collections and creating access tools
- Experience with large-scale processing projects, metadata creation and creating exhibits preferred.
- Experience with planning library programs and organizing community events preferred
- Evidence of scholarly research and writing preferred

Physical Requirements of the Position:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force to move objects; work requires fingering and repetitive motion, vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.