CREATIVE SPACE SPECIALIST
Full time position at Walton

Class: LP
Status: Non-Exempt

Boone County Public Library is seeking a motivated individual with a positive attitude for the position of Creative Space Specialist at the new Walton Branch. Under the general supervision of the Branch Manager, the Creative Space Specialist (CSS) is responsible for instructing and assisting library customers in the use of makerspace technology. The CSS also manages inventory of consumable materials and performs regular maintenance in relation to technology used by library customers. This work requires the CSS to be (or quickly become) proficient in the use of hardware and software related to customers. The CSS must also possess strong instruction and support skills in order to successfully train and assist a wide range of customer skill levels. This full time (40 hours per week) position will work days, nights and a weekend rotation.

As a Creative Space Specialist, a typical date may include the following…

- Enforces policies and procedures regarding safety in order to maintain a creative, safe and fun environment in the Boone Innovation Lab.

- Deliver technology related instruction and support to individuals or groups of library customers.

- Develops and implements makerspace programs, services and projects for all ages.

- Process, install, configure, maintain and troubleshoot new and existing library technology equipment as assigned.

- Perform job related administrative tasks, such as maintaining session statistics, granting and recording customer privileges, scheduling support appointments and maker kits, etc.

- Participate in the development and accomplishment of annual branch goals, objectives and their action plans related to existing, forthcoming and potential technology related projects and initiatives that are aligned with the strategic goals of the library.

- Collaborates with BCPL administration and staff in the creation of lesson plans, supplementary materials, and documentation related to the use of publicly available library technology.

- Develops a training plan for staff on relevant equipment; informs staff of updates or changes to equipment or procedure.

- Investigate, collect, analyze, review and report assigned and otherwise relevant information to the Branch Manager or It Coordinator.

- Share technology news and items of interest relevant to staff on internal communication resources.

- Perform related duties as assigned

This job maybe a good fit for you if you have…

Undergraduate degree in a related field, 2-5 years related work experience   **OR** Equivalent combination of education, training, and work experience that will provide the required knowledge, skills and abilities

SKILLS and ABILITIES

Experience installing and troubleshooting software and hardware, including 3D printers and other maker technology.

Passion and knowledge about the use of technologies to support creative, engaged learning.

Sound organizational skills and an ability to recognize and change work priorities in a timely fashion.

An experienced practitioner and mentor in the making processes that accommodates a diverse population of users and learners.

Exposure to basic programming and one board computers such as arduinos, raspberry pi, etc; or ability and interest to learn.

Comfortable with a hands on approach, particularly an ability to improvise with audiences of varied ages, the use of hand tools, electronics, computer software, hardware and various other technologies.

Interest and abilities in physical computing, open source hardware and software, video and audio production, and desktop fabrication.

Perform library-related work as assigned for the efficient and effective operation of the branch.

Working knowledge of standard reference resources and materials.

Ability to deal tactfully and effectively with the public and other staff members.

Ability to work under minimal supervision.

Ability to communicate effectively verbally and in writing; strong presentation skills.

Proficiency with computers, the Internet and various software programs, such as Microsoft office applications.

What we have to offer…

$18.90 per hour, Salary commensurate with education/experience. Excellent benefits package, which includes Medical, Dental and Vision coverage at no cost to employee, generous time off policy and participation in the County Employees Retirement System as well as a tuition assistance program.

Position will remain open until filled.

If you have what we're looking for in this position, send cover letter, job application and resume to:

Human Resources Manager
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
E-mail: jobs@bcpl.org
Fax 859-689-0410