



Makerspace Coordinator

Job Posting

We are seeking a motivated individual who wants to work long-term with our organization. We are willing to hire someone with little to no experience who is able to learn on the job, and who is a self-motivated quick learner. We also welcome experienced applicants who have worked with creative technology before.

Position Summary

Reporting to the Executive Director, the Makerspace Coordinator is integral to supporting Spark's purpose to make creative technology accessible to all. The Coordinator will work directly with the community to assist them in their creative and/or professional projects. This includes overseeing educational programs, performing full-service printing projects for clients, and supporting fellow RAC staff in the creation of materials for other organizational programs.

This is a part-time, shift-bound, on-site position, averaging 10 hours per week, year-round. Benefits include paid time off, paid holidays, sick time, mileage reimbursement for assigned work travel, and an awesome work environment.

Preference may be given to applicants interested in combining this position with the Coworking Coordinator position for a total of 20 hours per week.

Compensation commensurate with experience.

About Rural Arts Collaborative

The Rural Arts Collaborative is 501(c)3 nonprofit organization comprised of artists, community members, and businesses who work together to design, support, and deliver creative programs to youth and adults living in and visiting Hardwick, Greensboro, and Craftsbury, Vermont. Guided by core values of arts, recreation, technology, and sustainability, our programs provide experiences for all ages and abilities that spark joy, inspiration, connection, and excitement, contributing to a healthier, more vibrant Northeast Kingdom.

Our working culture is inclusive, supportive, and employee-centered. Our team is innovative, motivated, and ambitious. Driven by a desire to support each other and our community, we take complex challenges head-on and work together to build solutions.

We are an equal opportunity employer and value diversity. All employment is decided based on qualifications, merit, and business need.

Responsibilities

Accessing Technology

- Schedule appointments for non-member Makerspace use
- Assist members and non-members in using the laser cutter, 3D printer, vinyl cutter, large format printer, scanners, iMac computers, and copy machine.
- Schedule and host trainings and other enrichment events

Makerspace Operations

- Monitor the performance of makerspace equipment, performing routine maintenance and troubleshooting issues as needed
- Manage supply inventories and order new supplies within a determined budget
- Receive, facilitate, and complete full-service print jobs
- Process sales and create invoices
- Manage the Makerspace Work Trade Members

Teamwork

- Assist with Spark marketing and communications efforts, including updating website, making promotional materials, and developing relationships with community partners
- Support other RAC programming by supporting staff access to equipment, software, and technological resources available in the Spark space
- Host general open hours, answer the phone, and check email inboxes
- Responsible for general tidiness, cleanliness, and appearance of the Makerspace
- Other duties as assigned include helping with various organizational projects

Expectations

- This is a fully on-site position with regular office hours
- Bring a collaborative spirit and contribute to organizational goals
- Demonstrate continual professional and organizational growth

Skills and Qualifications

- Bachelor's degree in a related field preferred; equivalent work experience or a desire to learn on-the-job accepted
- Previous experience with Adobe Creative Suite, and creative technology such as large format printers, laser cutters, high resolution scanners, and 3D printers, Google Suite, and Mac and Windows operating systems. is preferred
- Excellent customer service and communication skills
- Excellent organizational skills and attention to detail