

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 \$3,600,000.

POSITION:

Technology Assistant – Idea Lab

This position plays an essential role in ensuring that the Baldwin Library's Idea Lab (makerspace) runs smoothly and trouble-free. Duties include providing general caretaking of the Lab and assisting patrons as needed.

HOURS:

20 to 28 hours per week—including days, nights, and weekends

QUALIFICATIONS:

- Experience using a 3D printer or laser engraver
- Knowledge of 3D modeling software
- Technically and mechanically inclined
- Ability to serve Library patrons of all ages cheerfully
- Enthusiasm and willingness to learn and make new things
- Physically capable of lifting loads up to 50 pounds in weight
- Organized, with the ability to prioritize and multi-task
- Reliable, with patience and professionalism
- Skills with technology, art, crafts, engineering, science, and design
- Ability to express ideas clearly and effectively, both verbally and in writing

RESPONSIBILITIES

- Reports to Idea Lab Supervisor
- Assists patrons in using tools, equipment, and software in the Idea Lab
- Sets up and operates machines and provides basic maintenance on equipment
- Offers specific guidance and workshops in areas of expertise
- Operates the hardware and software associated with the Lab
- Keeps the Lab clean and safe
- Other duties as assigned

SALARY RANGE:

\$13.13 to \$16.16 per hour, depending on work experience and qualifications

APPLICATION:

Cover letter, resume, and application due by Friday, April 20, 2018.

PROCEDURE:

Mail to:
Baldwin Public Library
Attn: Paul Gillin
300 W. Merrill St.
Birmingham, MI 48009

Or submit electronically to: paul.gillin@baldwinlib.org
The application is available on the library's employment website:
<http://www.baldwinlib.org/employment/>