

**SERVING THE COMMUNITIES OF**

Birmingham, Beverly Hills, Bingham Farms  
Bloomfield Hills

**LIBRARY BOARD OF DIRECTORS**

Wendy Friedman, Melissa Mark, Frank Pisano,  
Karen Rock, Danielle Rumble, Jennifer Wheeler

**LIBRARY DIRECTOR**

Rebekah Craft

## **Baldwin Public Library – JOB POSTING**

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills. It is a Class V library with a service population of 37,981 people. The Baldwin Public Library values providing excellent customer service, a wide range of collections, extensive and varied programs, and a diverse, welcoming, and inclusive environment for visitors and staff.

**POSITION:****TECHNOLOGY ASSISTANT II – PART-TIME**

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

**HOURS:**

12 to 28 hours per week—including Saturdays and weekdays,

**RESPONSIBILITIES:**

Reports to Idea Lab Supervisor. The Technology Assistant II will be required to fulfill the following duties, which include but are not limited to:

- Operate the hardware and software associated with the Idea Lab (<https://www.baldwinlib.org/idealab/>)
- Assist patrons in using tools, equipment, and software in the Idea Lab
- Assist library patrons frequently and directly, including giving brief tours to passersby, guiding users through makerspace activities, sharing advice and collaborating on projects, providing instruction, and delivering exceptional customer service
- Keep the Idea Lab clean and safe
- Other duties as assigned

**QUALIFICATIONS:**

The following are desired qualifications for this position:

- High school diploma or equivalent, as well as experience in a public library environment
- Experience using a 3D printer, laser cutter, media production software, embroidery machine, and/or vinyl cutter
- Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities

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- Skill and talent for frequent public interactions and customer service, including listening, teaching, collaborating, and instructing
- Technically and mechanically inclined
- Enthusiasm and willingness to learn and make new things
- Organized, with the ability to prioritize and multi-task
- Reliable, with patience and professionalism
- Skills with technology, art, crafts, engineering, science, and/or design
- Ability to express ideas clearly and effectively, both verbally and in writing
- Ability to move equipment and products weighing up to 50 pounds

**PAY RANGE:**

Range starts at \$19.96 per hour, based on experience and qualifications

**BENEFITS:**

Prorated vacation leave, sick leave, personal leave, and holidays  
City of Birmingham defined-contribution retirement plan

**APPLICATION:**

Cover letter, resume, and [employment application](#) due  
Wednesday, May 21, 2025 at 5:00 p.m.

**PROCEDURE:**

To: Baldwin Public Library  
Attn: Robert Stratton  
300 West Merrill, Birmingham, MI 48009  
Electronically to: [hr@baldwinlib.org](mailto:hr@baldwinlib.org)

If you need accommodations, we are happy to work with you, both during our interview process and after you are hired. Please contact [hr@baldwinlib.org](mailto:hr@baldwinlib.org) to request accommodations.