

JOB TITLE: Creative Space Coordinator

DEPARTMENT: Adult Services

REPORTS TO: Assistant Director

CLASSIFICATION: Group 6

STATUS: Non-Exempt

OBJECTIVE:

To coordinate the day-to-day operations of the Creative Space and Media Lab. To provide training and expert assistance to patrons and staff including classroom and one-on-one instruction. To select and maintain software and equipment and create procedures related to the safety and use of the space and equipment.

DUTIES:

1. Understands and practices the values of the Des Plaines Public Library.
2. Coordinates programming and instruction in the Creative Space and Media Lab including determining operating hours and staffing needs, creating classes and programs for patrons, scheduling appointments for use of equipment, providing one-on-one instruction, and responding to drop-in questions.
3. Purchases equipment and supplies necessary to run the Creative Space and Media Lab. Maintains storage and inventory and purchases new equipment and supplies as needed.
4. Writes procedures and guidelines for Creative Space and Media Lab equipment.
5. Develops and leads maker programs and activities.
6. Oversees and performs equipment maintenance and repairs. Works efficiently with vendors, the library's IT department, and staff to maintain equipment and technology in optimal working order. Refers larger issues to the Assistant Director.
7. Makes recommendations to the Assistant Director about changing needs in equipment, supplies, and technology to support the efficient operation of the Creative Space and Media Lab.
8. Obtains training as needed to stay current on the latest technology trends in makerspaces including emerging technology.
9. Coordinates with the Creative Services team to effectively promote Creative Space and Media Lab related services.
10. Compiles and reports departmental statistics and other data to the Assistant Director as requested.

11. Participates in special events and special projects as requested.
12. Attends appropriate meetings, workshops, and conferences.
13. Plays a role in developing long-range plans for the Creative Space and Media Lab.
14. Understands and enforces the Library's policies and procedures, while safeguarding confidential and restricted information.
15. Provides uniformly gracious and friendly service to all users and staff.
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree or demonstrated equivalent experience.

Two years of experience in a makerspace position.

Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate Library policies and procedures to staff and the general public.
3. Ability to work as a member of a team.
4. Considerable ability to work independently.
5. Considerable working ability to handle multiple and simultaneous tasks.
6. Ability to remain calm in difficult situations.
7. Considerable skill in written and spoken communications.
8. Considerable knowledge and skill in the use of makerspace equipment and associated software.
9. Ability to troubleshoot minor problems with computers and equipment.
10. Knowledge of the professional practices, procedures and techniques of library makerspaces and media labs.
11. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

1. Adobe Creative Cloud
2. Media creation and editing software
3. Apple apps
4. Windows, Mac OS, Office 365
5. Sewing and embroidery machines, heat presses, sublimation printers, die-cutting machines, laser cutters, 3D printers, other relevant equipment, and associated software.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 11/21/2024