



Makerspace Manager

Pay Grade: 3

Starting Pay Rate: \$20.29 per hour

Status: Regular Part-Time, Non-Exempt

Hours/Schedule: 30 hours per week, including some evenings and weekends as needed

Benefits: Paid Time Off (PTO); Retirement plan with 3% match

Cooper-Siegel Community Library, and its branch in Sharpsburg, serve nearly 30,000 residents in six diverse municipalities that make up the Fox Chapel Area School District. Both libraries provide free access to information, education and recreation through high-quality collections, programs and services. Our mission is to cultivate a community of lifelong learners.

The Makerspace Manager's role embodies the creative spirit of a maker by role-modeling design, tinkering, failure and iteration as equally valuable stages of making and strives to inspire joy in the process as much as the final result. This person sparks curiosity and fuels a passion for discovery, experimentation and critical thinking by engaging with patrons of all ages, abilities and backgrounds in the library's makerspace.

The Makerspace Manager is responsible and accountable to the Head of Library Resources & Technology for maintaining the space and its resources in good working order; designing and delivering programs; providing instruction on using the space's materials, tools and equipment safely; and coaching makers through projects. This position also partners with creatives in the community on maker events and programs in the makerspace.

Responsibilities include:

- Designs, promotes, delivers and evaluates makerspace programs for the public
- Recruits, trains, schedules and supervises volunteers involved in day-to-day operations and programming in the makerspace
- Collaborates with local area artists, makers, business owners, schools and entrepreneurs on programs and outreach events
- Provides one-on-one coaching for individuals' projects and safety and equipment training for makerspace users
- Provides regular maintenance and cleaning of the space and its tools and equipment; repairs or replaces malfunctioning equipment promptly; communicates with outside vendors when needed
- Creates and documents application and systems standards, maintenance procedures and operational procedures and maintains an inventory of equipment and software
- Assists with implementing new and emerging technology, services and projects for the makerspace area
- Purchases tools and materials for classes and general use

- Serves as a maker/STEAM resource for library staff
- Attends meetings, serves on library-wide committees and projects and participates in pertinent professional development opportunities

Required Education and Experience

- Bachelor's degree and background in Education, STEAM related degree or related experience
- Experience developing and running a makerspace or similar maker/STEAM programming for ages 12+
- Experience using and troubleshooting a broad spectrum of relevant technologies including but not limited to:
 - 3D printers, cutting machines and engraving tools, electronics or robotics
 - Sewing, quilting, weaving, crochet, knitting or other types of fiber arts
 - Papercraft, jewelry making, pottery, leatherwork or other types of crafting
 - Microcontroller prototyping platforms, such as Makey Makey, Raspberry Pi, etc.
 - Other related makerspace technologies
- Prior customer service experience that includes the desire and ability to serve and interact with a diverse public in a consistently tactful, friendly, courteous and diplomatic manner

Required Skills, Knowledge and Abilities

- Excellent presentation and training skills and ability to adapt instruction for all age groups
- Excellent interpersonal and communication skills
- Ability to adapt to change, accept uncertainty, prioritize and manage frequent interruptions
- Ability to work independently and in teams
- Highly proficient with various hardware and software, including Microsoft Office 365
- Proficient math skills
- Able to work days, evenings and weekends

Required Behavioral Competencies

- Work well in a team environment and independently
- Integrity and trust
- Dedicated to exemplary customer service
- Quick and continuous learner
- Good decision maker
- Willingness to accept and cope effectively with ambiguity and change
- Positive attitude
- Problem solver
- Enjoy working with the public
- Self-starter

Physical Requirements and Work Environment

- This position requires frequent walking, sitting, bending, stooping, crouching, kneeling or crawling, standing for long periods, and using hand or fingers to manipulate, touch or handle.

- Frequently will need to lift or push up to 15 pounds, periodically up to 30 pounds, and rarely up to 65 pounds.
- The work environment noise level is typical of a moderately noisy standard business office with equipment running, outdoors in normal suburban setting.
- Vision abilities required by this job include near and far vision, depth perception and color differentiation.
- Potential exposure to irritants or toxic fumes and dust.
- This position occasionally requires the use of personal protective equipment such as safety goggles, gloves, etc.

Tools and Equipment commonly used to perform this job includes:

- Computer
- Printer
- Scanner
- Copier
- 3D printers
- Laser engraver
- Sewing and embroidery machines
- Various hand tools
- Cricut, or similar equipment

Additional Comments or working conditions not listed above:

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

The responsibilities outlined above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Submittal of current PA Criminal Background Check, PA Child Abuse and FBI Fingerprinting clearances required at time of hire.

To apply for this position, submit a cover letter, resume and contact information for three professional references to Brad Wulfschle at wulfschleb@coopersiegelcommunitylibrary.org by October 24, 2025. No phone calls please.