



## **Lacey MakerSpace Director Job Announcement**

*(Applications due April 10, 2021, including resume and cover letter to [office@thurstonedc.com](mailto:office@thurstonedc.com))*

### **Lacey MakerSpace – Overview**

A makerspace is a community center that provides a location and the tools to support “makers”, whether entrepreneurs, hobbyists or individuals building skills. The Lacey MakerSpace (LMS), opened in February 2019, contains in one place, equipment (computers, CNC Machines, 3-D printers, and more) and supplies that are generally not available to an individual. In addition, it provides an environment where users can learn new skills, including how to safely use tools, and to create new projects and products. Makers can interact with other makers for ideas, suggestions and solutions, fueling innovative thinking.

The Lacey MakerSpace (LMS) is a collaborative project involving the Thurston Economic Development Council Center for Business & Innovation (CB&I), Saint Martin’s University (SMU), the City of Lacey, and a variety of other community partners. LMS is currently a program of the CB&I, under its 501c3 nonprofit designation, though it is envisioned that it will become its own nonprofit organization in the future. The LMS operates under the direction of its own Executive Committee with oversight from the CB&I Board of Directors. The CB&I is the employer of LMS staff and provides administrative support including accounting, human resources management, and records retention. The LMS Executive Committee shepherds development and direction of the LMS. A list of Executive Committee members can be seen on the website [laceymakerspace.org](http://laceymakerspace.org).

### **Lacey MakerSpace Director Position**

The LMS Director will lead and manage most aspects of the Lacey MakerSpace program. This includes participation in the overall strategic vision for the LMS (in coordination with the program’s partners and funders) and execution of the business plan. The LMS Director is responsible for the program’s development, administrative tasks, detailed logistics, and overall management. This includes the MakerSpace’s scope and evaluation, outreach for purposes of funding and “Makers” membership-building, recruitment of Makers, selection and management of staff, coordination of volunteers, and the design and implementation of training programs. The LMS Director is also responsible for program-related relationships with MakerSpace’s partners, funders and program participants.

## Responsibilities

### 1. Increase Funding for LMS

- a. Provide leadership and coordination for all LMS fundraising activities.
- b. Solicit donations, sponsorships, and partnerships to increase LMS revenue.
- c. Search and apply for federal and state grants and manage grants that are awarded.
- d. Increase membership revenue.
- e. Identify potential partnerships that would allow LMS to host training activities as an additional revenue stream.
- f. Increase retail operations revenue.

### 2. Build LMS Awareness

- a. Coordinate marketing activities including development of marketing collateral and content, updating the LMS website, social media marketing, and networking,
- b. Attend meetings, conferences and community events to increase public awareness of LMS and present to groups such as Rotaries, Chambers of Commerce, etc. when opportunities arise.

### 3. Build LMS membership and programming

- a. Foster a collegial maker environment, encouraging participation, collaboration, learning and mutual support.
- b. Develop and promote pathways for inventors, entrepreneurs and small businesses to advance prototypes and product development efforts utilizing partnerships with SMU, CB&I, South Puget Sound Community College, Impact Washington and others.
- c. Collaborate with staff and outside partners to create maker-related programming and develop MakerSpace as a resource for STEM (Science, Technology, Engineering, and Mathematics) learning.
- d. Coordinate school group workshops at the MakerSpace, including the development, implementation and training of volunteers and staff.
- e. Oversee and assign creation of training videos for MakerSpace equipment to be posted on a learning management system.
- f. Develop and update class training materials and curriculum for members.

### 4. Oversee LMS Operations

- a. Supervise the development and maintenance of Maker Member records, including contact information, payments, and training on specific tools and equipment.
- b. Ensure employees are keeping MakerSpace tools in proper working order and that workspaces are safe and clean. Ensure all MakerSpace materials, tools and equipment including hardware and software are being maintained and reordered.
- c. Supervise employees responsible for retail operations online and at the MakerSpace.
- d. Supervise, train and schedule MakerSpace staff and volunteers.
- e. Oversee and assign development and maintenance of staff and volunteer training records, reflecting individuals trained and the tools and equipment they have been trained to use.
- f. Assist in maintaining budgets, reports, and statistics related to the MakerSpace.
- g. Collaborate with CB&I regarding staff- and finance-related matters, recordkeeping, insurance, and other business.
- h. Connect current and prospective businesses with CB&I services. Suggest business-related trainings to the CB&I based on member interests and needs and coordinate training events.
- i. Research, develop and prototype innovative maker activities.
- j. Supervise employees who purchase and maintain LMS inventory for makers' use, based on member demand. Create price lists, oversee sales ensuring proper collection of sales tax, manage funds and keep affiliated records.

- k. Complete other tasks as assigned by the LMS Executive Committee or supervisor.

### **Desired Knowledge, Commitment, and Abilities**

1. Commitment to the MakerSpace philosophy and mission of entrepreneurship, learn by doing (kinesthetic), and support of crafts-makers.
2. Passion and knowledge about the use of technologies to support creative, engaged learning.
3. Experience developing innovative and novel content.
4. Experience with staff management and volunteer coordination.
5. Experience in sales and promotion.
6. Experienced as a practitioner and mentor in “making” processes.
7. Ability to get ideas accepted and to guide a group or individual to accomplish a task.
8. Demonstrable experience working with teams, with the ability to harness team creativity and translate into effective programming.
9. An effective collaborator, coordinator, team builder, and mentor and who is skilled at leveraging the talents of others and solving problems.
10. Strong communications skills with the ability to express ideas clearly in writing and oral communications, and the capacity to use social media.
11. Ability to work with a variety of audiences of all ages.
12. Comfortable with a hands-on approach in instructing in the use of hand tools, electronics, computer software, hardware and various other technologies.
13. Interest and ability in computing, open source hardware and software, video and audio production, and desktop fabrication.

### **Preferred Educational and Experience Elements**

1. Bachelor’s degree in a related field.
2. Two or more years of professional experience in organizational or program management.
3. Three or more years of project management experience.
4. Coaching, training and professional development experience with children and adults.
5. Experience with nonprofit fundraising and membership sales.
6. Experience in STEM education (Science, Technology, Engineering, Math).
7. Involvement in or familiarity with the maker movement and makerspaces.
8. Experience with computer and web applications and analytical skills.
9. Dependable, reliable, and conscientious; sense of humor a plus.

### **Reporting Relationships**

The LMS Director will be an employee of the CB&I, reporting to the CB&I Manager. As a CB&I employee, the Director will be required to follow EDC/CB&I policies and procedures. The Director will also have a reporting relationship with LMS Executive Committee and be accountable for plans, budgets and directives developed by the Committee. The CB&I Manager serves as a member of the LMS Executive Committee.

### **Salary & Benefits**

The position is a full-time, salaried position based on a standard 40-hour workweek. The beginning salary is budgeted at \$60,000 per year. As an employee of the CB&I, the LMS Director will be entitled to vacation and sick leave benefits, medical/dental insurance, and other employee benefits as described in the EDC/CB&I Personnel Policies & Procedures Handbook.

### **Equal Employment Opportunity**

The CB&I is an equal opportunity employer and welcomes all qualified applicants regardless of gender, race, color, ethnicity, religion, disability, age, marital status, veteran status, sexual orientation or gender identity, AIDS/HIV or Hepatitis C status, pregnancy, political affiliation, or any other legally protected status. The EDC/CB&I and LMS facilities are drug-free workplaces.

**To Apply**

By April 10, 2021, email cover letter and resume to [office@thurstonedc.com](mailto:office@thurstonedc.com). If you have questions, please direct them to the same email address Attn: Sean Moore.