



# Maker Space Associate

## Job Description

### About the Foundry Consortium

The Foundry Consortium is a community-driven Cambridge nonprofit fostering learning, creativity, and collaboration. Operating out of The Foundry at the intersection of Kendall Square and East Cambridge, the Consortium unites creatives in underrepresented communities by building an accessible and dynamic environment where everyone can connect, access, and discover across the arts, entrepreneurship, technology, and education.

### Position Summary

The Foundry is seeking a Maker Space Associate, who will play a crucial role in supporting our vibrant community of makers by providing assistance, coordinating resources, and facilitating learning opportunities within our maker space. Reporting to the Maker Space Manager you will be responsible for various duties aimed at enhancing member experience, creating community, promoting safety, and fostering creativity.

### Responsibilities & Duties

#### Maker Space Coordination

- Provide assistance and guidance to maker space members, helping them navigate resources, troubleshoot issues, and realize their creative projects.
- Coordinate the procurement of materials and supplies for the maker space, as well as schedule and oversee maintenance for machines and equipment to ensure optimal functionality.
- Collaborate with members and staff to develop projects and prototypes that serve as training materials and inspire creativity within the community.
- Train and coordinate volunteers to assist with various tasks within the maker space, fostering a sense of community and shared responsibility.
- Conduct training sessions for both members and volunteers on the safe and effective use of equipment, tools, and materials in the maker space.
- Assist in developing and maintaining safety protocols and procedures, ensuring compliance with safety regulations and promoting a safe working environment for all.



- Plan, develop, and coordinate educational classes, workshops, and events tailored to the interests and skill levels of maker space members, fostering learning and skill development.

## Preferred Qualifications

- Passion and curiosity for The Foundry's vision and objectives
- 2-3 years experience working in a maker space or similar environment preferred.
- Ability to work evenings and weekends.
- Knowledge of various tools, equipment, and materials commonly used in maker spaces.
- Strong organizational and coordination skills, with the ability to manage multiple tasks simultaneously.
- Excellent communication and interpersonal skills, with a passion for supporting and empowering others.
- Experience in training and/or teaching, a plus!
- Commitment to safety and adherence to safety protocols.
- Creativity, innovation, and a passion for making.
- Highly collaborative and thrives on working in a cross-functional team
- Knowledge and fluency in languages spoken in the community in addition to English, a plus!
- Ability to recognize and manage one's own behaviors, moods, and impulses — to create an inclusive, equitable, and welcoming environment within the organization

## Benefits and Compensation

Salary Band: \$22-26/hr

Benefits: 60 hours of paid time off, health, dental, and vision insurance stipend, sick leave, and paid holidays.

Employment: Part-time, 20 hr/week with flexibility to 30 hr/week during busy programming cycles.

## How to Apply

Submit your materials using [this form](#).

The Foundry Consortium is committed to equity and building an environment inclusive of diversity. We encourage members of underrepresented communities to apply including women, gender non-conforming, BIPOC, LGBTQ+ people, and people with disabilities. If you feel you can do this job, even if your background does not exactly match the job description, we encourage you to apply and tell your story.