

## Digital and Maker Services Advisor

Average Weekly Hours: 25 | FLSA Classification: Non-Exempt

Are you a team player who excels at providing extraordinary customer service? Do you have an aptitude for digital technology ranging from STEAM to 3D printers? Would hosting programs about sewing and claymation make your day? Do you enjoy teaching children, teens and adults about these technologies while working in a collaborative work environment? If so, this opportunity may be for you!

The Indian Trails Public Library District (ITPLD) is seeking a part-time (25 hours per week) Digital and Maker Services Advisor with a positive demeanor and a customer centric focus to join our team.

### Key Duties and Responsibilities:

- Assist individuals of all ages with a variety of technology classes and programs including maker programs, art projects, assisting with drop-in technology questions and one on one instructional sessions.
- Assist in the development, teaching and evaluation of a variety of technology and maker programs for all ages including youth, family, teens and adults.
- Promote and maintain the makerspace vision through its services, technologies, programs, outreach events, displays, and handouts within the context of the library as a whole.
- Stay current with all technologies as well as emerging technologies.
- Help with maintenance of circulating and non-circulating technologies, including, but not limited to Android tablets, iPads, sewing machines and maker kits.
- Conduct inventory maintenance.
- Coordinate supply ordering systems.
- Generate and maintain reports and statistics as needed.

### This opportunity requires:

- Bachelor's Degree in a related field or a minimum of 2 years relevant experience required.
- Excellent customer service, interpersonal, and both verbal and written communication skills to be able to interact with an ethnically and age diverse public and staff.
- Experience with or interest in both adult and youth instruction and service.
- Knowledge of relevant technologies such as, but not limited to basic CAD and vector drawing design, video/audio production, photography, graphic design, sound recording and set up, coding and emerging technologies as well as the ability to continue learning about emerging makerspace initiatives.
- Expertise with Microsoft Office, the Internet, and related open source applications.
- Familiarity with Apple, Microsoft, and Android systems.
- Experience with general troubleshooting and maintenance of computers and other equipment.

## Culture Code. The ITPLD Way

### How we work

We are collaborative, enthusiastic and curious.

We assume positive intent and find ways to say "yes" to the seemingly impossible.

We tackle our fast-paced environment with focus, humor and positive solutions.

### Who We Are

We're a diverse bunch who recognize our differences as strengths.

We're an engaged and driven group that values kindness and flexibility.

We recognize one another for a job well done and always have time for a smile.

### Staff Perks

We converse well with each other.

We value good humor and fun.

Our workplace is an open, friendly space where we feel valued and appreciated.

We're human - we laugh, throw parties, sing (loudly) with the Tone Defs, sport our sweet branded clothing and love a good potluck.

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- The ability to organize, prioritize, be detail-oriented, and possess time management skills.
- Ability to read computer screens; type accurately; and move about service area easily; and push and pull carts as well as lift and sorts materials of various weights.
- Fluency in a second language is desirable.
- Familiarity with and interest in teaching technology classes and providing maker programs for all ages including youth, teens and families.
- Must have reliable transportation and be able to work days, evenings, weekends, and holidays.

*Hourly rate of \$18.27. This position is eligible for pro-rated vacation and sick time and IMRF participation. The library supports continued learning and professional growth.*

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### To apply:

To apply, send resume via e-mail to HR at [hr@itpld.org](mailto:hr@itpld.org) Please include the job title in the subject line. No phone calls please.