



MakerLab Coordinator | Full Time

Two Rivers Gallery is a public art gallery located in Prince George, BC.

Two Rivers Gallery is seeking a dynamic and organized individual to coordinate and facilitate the programs and events for MakerLab 2RG. MakerLab 2RG is a multi-disciplinary, creative, community Maker Space that offers tools, mentorship and educational opportunities to encourage lifelong learning and support making and exploration in Prince George and Region.

The successful candidate will demonstrate interest in and knowledge of new technologies and Making, as well as experience working with individuals of all ages.

Role:

Reporting to the Director of Public Programs, the MakerLab Coordinator is responsible for planning and implementing various MakerLab 2RG programs at Two Rivers Gallery.

Responsibilities:

Under the direction of the Director of Public Programs, responsibilities include, but are not limited to the following:

- Planning, researching, preparing and facilitating Maker-based and visual arts programming for children, youth and adults.
- Assisting with MakerLab Youth Immersion activities.
- Facilitating Open Make including monitoring and helping Open Make participants and mentors.
- Maintaining equipment and tools, including cleaning and troubleshooting (after training).
- Working with Marketing coordinator and Graphic designer to produce quality communicative materials.
- Recruiting, training, managing and recognition of MakerLab volunteers and mentors.
- Coordinating MakerLab partnerships, programs and rentals.
- Assisting with funding applications for MakerLab and MakerLab projects.
- Planning and facilitating outreach activities, special projects and collaborations.
- Planning, organizing and facilitating annual Prince George Mini MakerFaire.
- Maintaining awareness of Maker trends and program to meet public interests.
- Working towards the development and growth of the MakerLab 2RG.
- Carrying out related duties as requested by the Director of Public Programs.

Qualifications:

- College diploma or university degree in Studio Art, Art / Science / Technology Education or related field (i.e. education, art history, museum studies, interdisciplinary studies, making field) or a technical field and / or equivalent practical experience,
- 2-4 years of experience working with people of all ages,
- Computer literacy.

Abilities:

- Experience with Making
- Interest in and understanding of technology

- Teaching and communication skills to encourage interaction between the public and Maker projects
- Proven leadership ability with adults and children
- Interest in the history, theory and practice of Making
- Organizational, creative and teamwork skills
- Knowledge of STEAM Learning
- Excellent interpersonal and administrative skills, verbal and written
- Ability to excite the public, make learning fun
- A genuine love of engaging with people of all ages and abilities
- Time management skills
- Valid driver's license and access to reliable vehicle an asset
- Ability to lift up to 50lbs occasionally

Hours: This is a full-time, 37.5 hours / week position, 7.5 hours per day. Tuesday, Wednesday, Friday, Saturday 9am-5pm and Thursday 1pm-9pm. Parts of work schedule are flexible and evening or weekend work outside of schedule is occasionally required. This is a three year contract with the possibility of extension.

Salary Range: \$35,100.00 – 39,000.00 / year depending on experience + medical benefits

Start Date: As soon as possible, flexible for the right candidate

Apply: Submit a resume, cover letter and contact information for three references to twyla@tworiversgallery.ca

Closing date: February 26, 2018

We appreciate all applications, however, only those selected for an interview will be contacted.