



TOWN OF MEDWAY

Makerspace Coordinator

The Town of Medway's Public Library seeks applicants for a qualified, dedicated and community-focused Makerspace Coordinator to join our welcoming public library. This is a part time position. The work week is 18 hours assigned in the best interest of the department, including evenings and weekends.

Under the general direction of the Library Director and Circulation Supervisor, the Makerspace Coordinator will be responsible for developing and delivering innovative maker programming, training and supervising Makerspace volunteers, and maintaining the space, equipment, and materials. The ideal candidate will have exemplary communication skills, an interest in supporting and building a culture of inclusion for patrons of all ages, and a passion to serve the Medway community.

Qualifications & Experience:

The Makerspace Coordinator must possess excellent oral, written and virtual communication skills. Requires the ability to utilize a variety of advisory data and information such as lists, statistical reports, operating manuals, policies, procedures and guidelines. This role requires a strong commitment to the principles of diversity, equity and inclusion as cornerstones to excellent library service. The Makerspace Coordinator will have the ability to deal with colleagues and community members courteously and tactfully as well as work successfully as the leader of or member of a team.

- Bachelor's degree required.
- 1-3 years of public library experience preferred.
- Ability to effectively troubleshoot and problem solve a variety of hardware and software problems, including software and hardware that may be initially unfamiliar.

Please send a resume, cover letter, and Employment Application to the Human Resource Manager, Joyce Sheehan at jsheehan@medwayma.gov or Medway Town Hall, 155 Village Street, Medway, MA 02053. The Application can be found here [Application](#)

For more details about the position, please visit the Town's website. [Job Opportunities | Town of Medway](#)

Hiring Salary Range:	Grade 3 \$18.91 - \$21.89 per hour
Full Salary Range:	Grade 3 \$18.91 - \$24.83 per hour
Closing Date:	Open Until Filled

The Town of Medway is an Equal Opportunity Employer