



Makery Fellow Job Description

Recommended Background: Content knowledge in science, technology, engineering, math, art, or design; a passion for creative pursuits and do-it-yourself projects; experience working with children.

Pay Rate: \$10 an hour (Part-time, 10-30 hours per week depending on availability of potential employee)

Reports to: Makery Manager

Central to Kidzu's visitor experience for children 0-12 and their adults is an exhibit area called *The Makery*. Inspired by the Maker Movement, *The Makery* is a technology-based, do-it-yourself learning environment that embraces creativity, experimentation and tinkering. Rooted in STEM (and STEAM) education, the Maker Movement embraces a wide variety of science and art domains, including electronics, woodworking, fine arts and crafts, digital technology, design, printing, metalworking, and more. Kidzu's *The Makery* is a learning environment where children, teens, and families can tinker, design, and create together using real "stuff". Makery Fellows support visitors in this endeavor through *The Makery* and encourage limitless exploration, experimentation and discovery.

Essential Duties and Responsibilities

Tinker and Inspire:

- Do-It-Yourself by tinkering with the tools, materials, and machines around you. Wonder "how things work" and inspire the next generation of inventors and creators.
- Greet visitors with safety rules and policies when they enter *the Makery*. Ask them "What do you want to make today?" Answer any questions and provide supplies for visitors.
- Be innovative, creative, and energetic. Display a passion for helping others and an interest in sharing your expertise and curiosity to inspire young visitors.
- Possess and exhibit excellent leadership, communication, and presentation skills.
- Engage effectively with children and the adults that care for them by facilitating learning that is guided by the child's imagination.
- Maintain an outgoing and positive personality, exemplifying curiosity and infectious enthusiasm for learning through exploration and play.
- Display awareness and sensitivity in interacting with diverse populations. Facilitate activities and general making based on ability, interest level, and knowledge of the visitor.

- Document the progress of the Makery with photos of children whose adult has filled out the photo release form. Encourage visitors to fill out evaluations.

Promote a Safe and Clean Learning Environment:

- Maintain a calm, purposeful, free-flowing environment.
- Perform opening, mid-day, and closing duties, and general Makery cleaning. Complete daily and weekly cleaning tasks.
- Maintain the exhibit space by keeping areas clean, orderly, stocked, and in working order.
- Use logs to register children for the Mini-Maker program, paid programs, and rotating make-and-takes programs as appropriate.
- Document the daily attendance in the Makery. Complete weekly program preparation.
- Abide by all staff policies and help visitors maintain visitor policies.
- Attend the monthly or bi-monthly mandatory meeting as well as all-staff meetings to stay up to date on any policy changes.
- Notify a manager of any accidents or incidents.
- Be mentors and role models for volunteers and visitors.

General Job-Related Expectations

- **Professionalism** - Employee demonstrates a positive and professional attitude, and courteously deals with other staff and the general public. Employee is a team player, initiating and coordinating efforts with staff members and supervisors. Employee is responsive to visitors' needs.
- **Responsibility** - Employee uses time and materials effectively and takes pride in accomplishing assigned work. Employee makes an effort to improve work when necessary. Employee is willing to take on new approaches and responsibilities to better serve the museum.
- **Reliability** - Employee is punctual and reports to work as scheduled. Employee tells supervisors in a timely manner about any situation that may require an absence. Employee coordinates schedules and plans in advance to help minimize work disruptions caused by exam periods, holidays, and vacations.
- **Initiative** - Employee is self-directed, efficient, and resourceful. Employee often offers suggestions of ways to improve museum procedures in order to better serve visitors and make things run smoother.

To apply, please send cover letter, resume, and references to Jarrett Grimm-Vavlitis:
grimm@kidzchildreismuseum.org