

Position Title: Technology Assistant (temporary part-time)

Colchester-East Hants Public Library is seeking a **creative** and **dynamic** individual to join the Truro Public Library as a Technology Assistant for the Malcolm and Charlotte MacQuarrie Maker Lab and the John and Ann Gourley Media Lab.

The Maker Lab engages individuals of all ages in STEAM (Science, Technology, Engineering, Art and Math) through innovative, hands-on learning experiences. The Maker Lab allows individuals to use tools and different materials to design, make, tinker and create projects on their own. This is a space where we encourage learning, prototyping, sharing of ideas, productive failure, thinking and collaboration. The Media Lab is designed to provide access to technology used for music recording, photography and photo editing, podcasting and other creative activities. Both labs are intended to provide the community with opportunities to be both creative and collaborative

Under the direction of the Head of Youth Services, the Technology Assistant assists with planning and delivering programs, training, services, and raising the profile of both the Maker and Media Labs.

Duties / Tasks

- Help foster a creative and fun environment that encourages experimentation and discovery;
- Assist with facilitating Lab open hours for the public;
- Assist with the development and provision of STEAM programming for all ages;
- Assist with publicity and promotion of programs and services;
- Assist with maintaining library equipment, including 3D printers, robotics, Cricut, cameras, etc;
- Document and maintain inventory and service records;
- Provide instruction and demonstrations to both individuals and groups;
- Process user requests for 3D printing;
- Answer questions and assist with equipment troubleshooting for both the public and staff;
- Perform other related duties as required or assigned.

Education, Experience and Abilities

- Grade 12 required, with some post-secondary studies preferred.
- Demonstrated interpersonal, organizational, communication, and teamwork skills, including the ability to communicate effectively, tactfully, patiently, and courteously with people from a wide variety of cultural, social, and education backgrounds.
- Motivated to learn and embrace new technologies.
- Experience with some combination of 3D printing technology, Cricut, button-maker, robotics, and other maker technology.
- Experience with programs such as Photoshop, Garage Band, Logic Pro X, etc.
- Excellent computer and troubleshooting skills for both Windows and Mac.
- Ability to provide individual/small group instruction.
- Ability to develop and deliver programs to people of all ages.
- Ability to adapt quickly and solve problems.
- Ability to work independently and as part of a team.
- Ability to carry, push and pull heavy loads.
- Must be able to work evenings and weekends.

Hours and Rate of Pay

This is part-time temporary position (**14 hours/week**) which includes the following regular shifts: every Saturday 9:30am – 5:00pm, and two evenings per week from 4:30pm – 8:00pm. The term for this temporary position is October 5, 2021 to March 26, 2022.

The rate of pay for this position is **\$13.21 per hour (LC1, step 1 on a 5-step scale)**.

Application Process

Please submit resume and cover letter to:

Jenn Atkinson, Head of Youth Services
Colchester-East Hants Public Library
754 Prince Street, Truro, NS, B2N 1G9
Email: jatkinson@cehpubliclibrary.ca

Application Deadline: 5:00pm on Tuesday, September 28.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. To learn more about the Colchester-East Hants Public Library visit our website at www.lovemylibrary.ca .