

Position Title

Machine Shop Area Manager **Volunteer Staff (Unpaid), Membership Provided**

About Area Managers

Area managers at Lansing Makers Network are responsible for coordinating safety, maintenance, organization, and growth of the various areas at LMN. They coordinate with volunteers and members to make sure that each area is safe and organized to most effectively support the mission of Lansing Makers Network.

LMN strives to create a positive, supportive culture where members can make, learn, and teach together. Our area managers serve on the front lines of making this mission possible. They help promote our “*Fix What Bugs You*” self-improvement culture where members are empowered and encouraged to make incremental improvements to the area whenever they’re working in the makerspace. We also strive to “Make it easier to do the right thing, than it is to do the wrong thing.” in every way possible. Clearly defining the expectation for members and guests utilizing the space is the easiest way we’ve found to make sure that new members can quickly get started without fear of running into “unwritten rules” that they can inadvertently break and become discouraged.

Our machine shop consists of Bridgeport milling machines, machine lathes, CNC milling equipment and other metal production tool.

This position reports to the Executive Director

Responsibilities

- Develop & improve policies and procedures for members and guests.
- Write and maintain Safe Operating Procedures (SOPs) for equipment or processes.
- Implement and schedule checkout classes for equipment as needed.
- Participate in keeping the area clean and organized.
- Communicate effectively and clearly the expectations for members and guests using the area and consistently apply them.
- Reinforce our “Fix what bugs you” culture and empower others to contribute to the success of the area.
- Develop future expansion and improvement plans for the electronics area (additional tools, workspace, new processes, etc)
- Solicit input from members on future equipment needs, upgrades, etc.
- Determine policies for consumable inventories and ensure that consumables are organized.
- Develop budget requests for maintenance, expendables and upgrades
- Implement and improve maintenance procedures and schedules.

- Negotiate with other area managers for space or equipment needs
- Cultivate and support our educational programming efforts through designing and teaching classes as well as recruiting instructors.
- Ensure ordering and replenishment of expendables.
- Participate in regular meetings of the area managers' group.

Desired Qualifications

- Experience managing and empowering volunteers.
- Ability to define and communicate a vision for the area.
- Knowledge of machine shop tools and their safe use.
- Ability to design curriculum to support a machine shop program.
- Self-motivated to research solutions to problems and implement them.
- Excellent ability to communicate with others.
- Comfort taking leadership role and integrating diverse needs and opinions.
- Ability to successfully cultivate equipment donations a plus.

About Lansing Makers Network

Lansing Makers Network is Lansing's non-profit, community-run makerspace. Our facility serves as a melting pot of arts, science and technology projects and a space for both structured and unstructured hands-on learning. We support members' 24/7 access to our woodshop, machine shop, digital fabrication, electronics, crafting, and metal fabrication spaces as well as formal instruction in a variety of topics. More information about how we run our makerspace can be found in our Member Handbook, available here:

https://wiki.lansingmakersnetwork.org/member_handbook

About Volunteer Staff Positions

Volunteer staff at Lansing Makers Network generally commit to approximately 10 hours per week and have a defined job description and responsibilities. Volunteers Staff are provided with a gratis membership to Lansing Makers Network and are able to purchase additional memberships for family members at the family membership rate.

How to Apply

Send a resume and cover letter highlighting why you would like to volunteer at Lansing Makers Network and why you think you would be a good fit for this position. Be sure to highlight any experience you have that you think would make you a great fit. Please, make sure to highlight the **specific** position you'd like to be considered for. Send applications via email to president@lansingmakersnetwork.org.