



## Position Description

### **POSITION INFORMATION**

**Position Title:** Makerspace Program Manager

**Normal Work Hours:** 40 hours/week; some evening and weekend work required

**Location:** Huerfano County, Colorado

**Exemption Status:** Hourly position wage range \$24.00-26.50/hour

**Title of Supervisor(s):** Business Incubator Manager, HCED

### **BACKGROUND:**

The Huerfano County Business Incubator and Makerspace (HCBI) is a community economic development initiative led by Huerfano Economic Development Inc. (HCED) and supported by other local, regional, state, and federal partners, that intends to encourage small business development, entrepreneurship, and innovation in the retail sector which will result in company formation, job creation, increased sales, and growth of the tax base. Through establishing a Pop-Up Retail Business Incubator Huerfano County hopes to diversify the retail shopping market and fill market gaps with local, independently-owned businesses to facilitate the launch of new or early-stage retail businesses in Huerfano County. The pop-up model seeks to add energy to downtown retail with exciting, changing, interactive experiences for customers. Communities throughout the US are utilizing pop-up retail as a retail revitalization strategy. The activity it creates gets attention while the support and space to experiment offers an important bridge for startups to progress to permanent retail locations. The Makerspace intends to provide the community with facilities, programming, and technical assistance that foster innovation and will be a feeder for the Business Incubator. This position is part of a three-person team in partnership with Huerfano County to support the overall effort that includes Business Incubator and Makerspace components which intends to encourage an innovation culture throughout Huerfano County leading to product launches, company formation, and job creation.

### **SUMMARY OF DUTIES AND RESPONSIBILITIES:**

The Makerspace Program Manager (MPM) will be responsible for managing the Makerspace program and facilities, and recruitment of retail incubator participants through Makerspace programming that supports a culture of innovation and access to fabrication workspace.

## **DUTIES**

**Facility and Equipment** –It is expected that several locations may be considered part of a consortium and made available to Pop-up Retail Incubator companies and community members.

1. Building and monitoring community culture.
2. Arrange for access to various consortium sites including the development of agreements.
3. Inventory resources (equipment and facilities) and facilitate access for interested community members including Incubator companies.
4. Work with HCED Board and Incubator Advisory Committee and staff to locate, acquire and build out a dedicated Makerspace facility(s).

**Training and Safety** – safety for participants is the most important requirement of this position.

Training and protocols are known ways that Makerspaces can keep users safe.

1. Ensuring safety measures are in place and followed.
2. Establish training programs, protocols, and monitoring for equipment and facility(s) use.

**Innovation and DIY programming** – Innovation is at the core of the Incubator and Makerspace program.

Providing an environment of curiosity, safety, and experimentation is key.

1. Develop ideation and design thinking programming for Incubator companies and the greater community.

**Volunteer Coordination** – volunteers are the lifeblood of Makerspaces. Recruiting and organizing volunteers is critical to the successful operation of a Makerspace.

1. Recruit, train, and organize volunteers.
2. Establish “jobs” and corresponding responsibilities/expectations.
3. Ensure Volunteers have the tools and recognition to be successful.

**Consultation and support for program development** – the Makerspace is an innovation lab for the Pop-up Incubator and community.

1. Coordinate with resource providers to provide business and technical assistance to Incubator companies.
2. Provide industry-specific technical expertise in various fields including new technologies and product development.
3. Work directly with Incubator companies and potential applicants to develop prototypes and MVPs.

**Inventory and supplies management** – operationally very important, the Makerspace Program Manager will have a supplies budget and can work with consortium facilities to help maintain a supply of materials and disposables.

1. Develop and maintain an inventory management system (can be a spreadsheet).
2. Order supplies as needed.

**Public Relations, Outreach, and Communication** – primary contact for Makerspace

1. Develop an outreach plan to communicate the meaning and value of Makerspace facilities and programming. Work with Incubator staff and consultants to create awareness and interest in the community.
2. Engage interested organizations and community members in the formation of the Makerspace consortium.

## **General**

1. Act as primary contact for day-to-day operations of the Makerspace.
2. Performs other duties as required or assigned.

## **POSITION REQUIREMENTS**

### **Knowledge, Skills, and Abilities**

Be able to demonstrate the following:

- Completion of High School or GED, technical degree or certification in the design, engineering, or related field (experience can be substituted)
- Minimum of three years of related experience and/or relevant training
- Safety – Understands and supports safety standards as required by the job
- Able to organize events and keep people focused
- Leadership and management skills
- Strong customer service skills
- Ability to teach and pass on knowledge of skills
- Aptitude for science, technology, engineering, math...and arts!
- Excellent grammar and proofreading skills

### **Desired Characteristics**

- Exceptional communication and organizational skills
- Equipment and facility management experience
- Highly motivated and flexible
- Self-directed
- Collaborative
- Enthusiastic about STEM/STEAM topics
- Passion for the Maker movement
- Familiarity with 3D printing, technology, and manufacturing equipment

### **Benefits and Conditions**

This position is grant funded through the Economic Development Administration. The period of the grant is 3 years completing at the end of 2025. Although Huerfano County will pursue sustainability for the Business Incubator and Makerspace programs, there is no guarantee that this position will exist past the grant timeline.

Benefits include a group health insurance policy and all payroll related costs.