



(CREATING AN ENVIRONMENT FOR INSPIRING HUMAN POTENTIAL)



POSITION | MAKE Studio Technician

POSITION DESCRIPTION

The MAKE Studio Technician is in charge of the organization, upkeep, safety and functionality of the MAKE Studio and SKIP Building and all associated tools, material racks, and tables. They will work very closely with the MAKE Studio Program Manager to successfully and safely plan, implement and record MAKE Studio/SKIP events, experiences, and programs. They will work collaboratively with all JUMP Team members, volunteers, and program participants to solve problems and fabricate ideas (plays well with others). They will develop a timeline and schedule to fulfill internal MAKE Studio requests, including large quantity laser cutting, fixing broken equipment, or new infrastructure components.

DUTIES AND RESPONSIBILITIES

- Ensure and manage the safety, upkeep, and maintenance of all MAKE Studio and SKIP tools.
- Keep the MAKE Studio clean and organized.
- Create and manage online documentation of organization of MAKE Studio and SKIP tools, materials, and fabrication files.
- Teach/run all SBU (Safety & Basic Use) trainings, and continue development/implementation of the SBU certification and verification system for tracking users of the equipment.
- Wear shop appropriate attire, and use PPE at all times in the Studios.
- Be the primary operator/manager of the laser cutter, CNC machine, welder, advanced wood tools, and 3D printer, in the production and fulfillment of MAKE Studio requests.
- Act as an on-site resource for individuals accessing the MAKE Studio and/or SKIP and help familiarize visitors/participants with the safe use of the tools and equipment.
- Collaborate with the MAKE Studio Program Manager, to co-manage structured interactions with the community through programs, meet-ups, and JUMP Experiences.
- Support the JUMP Team and TCM in areas outside of the MAKE Studio that may include development of specific props/decorations, event support, set-up/tear down, slide activation, front desk support, and other duties as requested.
- Work collaboratively with a variety of JUMP Team members to help develop and facilitate new and unique community programs and events that showcase individual talents and encourage self-exploration.
- Introduce the community to the MAKE Studio and SKIP during tours, special events, and/or random visits.
- Attend and contribute to weekly meetings with updates, plans, and visions.
- Fart Machine maintenance.
- Reports to the Senior Program Manager.

REQUIRED QUALIFICATIONS

- High level of professional organization.
- Proficient knowledge and working experience with wood working tools, including saw stop, drill press, bandsaw, hand drills, clamps, etc.
- Proficient knowledge of materials, including solid and plywood, plastics, composites, metals, glues, tapes, paints, and aerosols.
- Proficient knowledge of hardware solutions, including bolts, screws, cable ties, clamps, etc.
- Basic knowledge and working experience with metal tools, including welders, metal saws, grinders, and cut-off wheels.
- Basic knowledge of laser cutting, including safety concerns and vector software workflows.
- Basic knowledge of micro processors and low volt electronics, including sensors and software.
- Minimum of three years of related experience.
- Ability to effectively adapt and be flexible in an ever-changing creative environment.
- Communicate and work effectively with a diverse group of individuals.
- Ability to work nights and weekends as needed.
- Ability to instruct and facilitate programs.
- Ability and inclination to organize without oversight.
- Ability to problem solve, research, and record progress when faced with challenges.
- Ability to take charge and assume responsibility for new ideas and changes.
- Ability to read and communicate spec and technical drawings.

PREFERRED QUALIFICATIONS

- Proficient knowledge of Fusion 360 and related fabrication workflows.
- Proficient knowledge of micro electronics and associated production and documentation.
- Proficient knowledge of metal working.
- Proficient knowledge and familiarity with online resources like McMaster-Carr.
- Basic knowledge of CNC machines, safety and production capabilities.
- Multiple and varied completed projects demonstrating a wide range of materials and solutions.
- Knowledge of and experience with non-profit organizations.
- Knowledge of the local community.

EXAMPLE INTERVIEW QUESTIONS

- The Laser Cutter is not working. Explain your process for getting it functional again.
- If you cut an 8' 2x4, into the longest 5 equal lengths with the miter saw, how long is each section? Show your work.
- How many times can you fold a piece of paper in half? How did you arrive at your answer?

DISCLAIMER | JUMP is a non-profit entrepreneurial organization; consequently, the position description listed above has been written to indicate the overall nature, essential duties, and responsibilities of the work to be performed. It may not contain a comprehensive record of all duties, responsibilities, and qualifications required as it is highly likely the job structure will evolve.

TO APPLY | Please submit a current resume and cover letter along with a completed JUMP application (located on our website at [JUMPBoise.org](http://jumpboise.org) <http://jumpboise.org/careers>) to careers@jumpboise.org with the position title in the subject line or by mail to 1000 West Myrtle Street, Boise, Idaho 83702. Resumes without a completed application may not be reviewed for employment. If you have any questions, please e-mail us at careers@jumpboise.org.