



CREATING AN ENVIRONMENT FOR INSPIRING HUMAN POTENTIAL



## POSITION | MAKE STUDIO MANAGER

### POSITION DESCRIPTION

The Make Studio Manager will work collaboratively with all JUMP team members to build and sustain a strong team culture at JUMP that supports the JUMP mission. This person is responsible for managing all facets of the Make Studio and Make Annex. The Make Studio Manager will develop and instruct maker programs for the community, maintain the maker spaces and tools/equipment, support maker requests from other departments, and collaborate with individuals/organizations from the community to actively engage others in the maker spaces while maintaining a safe environment and ensuring studio policies and procedures are enforced.

### DUTIES AND RESPONSIBILITIES

- Develop, coordinate, and manage Make Studio programs that engage, excite, educate, connect, and inspire the community.
- Research and implement a SBU (Safety & Basic Use) certification and verification system for tracking users of the equipment.
- Regularly offer and instruct SBU classes to ensure the users of the maker spaces are trained and knowledgeable before using the equipment.
- Develop and document curriculum for JUMP Experiences and other programs.
- Act as an on-site resource for individuals accessing the Make Studio/Annex, and help familiarize participants with the safe use of the tools and equipment.
- Communicate with individuals interested in instructing, renting, volunteering or participating in programs in the Make Studio and Annex.
- Identify, develop, and implement maker opportunities for engagement between JUMP and the community.
- Maintain and ensure that the tools and equipment are in good working order and are set up safely and properly at all times.
- Maintain records of activities undertaken in the Make Studio and Annex. This includes tracking the number of people using the studio and ensuring that participants are taking or have successfully completed required prerequisite SBU classes.
- Determine when/what additional tools and equipment may be necessary in the Make Studio and develop a proposal for requesting additional tools and equipment that includes make, model, manufacturer, and cost.
- Develop and implement a program for open studio hours and drop-in opportunities.
- Continually juggle an ever-changing workload to balance unanticipated and frequent maker requests from the JUMP Team, R & D, SBU, cleaning/organizing, sporadic JUMP Experiences, occasional rentals, and ongoing community engagement programs.

## MANAGEMENT

- Manage part time Make Studio Activators to assist with maker-related programs, SBU classes, and community builds.
- Train others including Activators, Instructors, Volunteers, JUMP team members, and program participants in the safety and proper use of tools and equipment.
- Work with the Directors to develop short and long-term goals and objectives to measure the success of programs in the Make Studio and Annex.
- Work collaboratively with the Volunteer Coordinator to recruit, onboard, and document Make Studio/Annex volunteers.
- Manage and maintain proper documentation and schedules for Make Studio instructors, artists in residences, and collaborators working to support the Make Studio/Annex activities.
- Work collaboratively with the Rentals & Events department to support studio rentals and supervise other community members working in the Maker spaces.
- Maintain a clean and safe environment at all times to ensure that visitors to the maker spaces are impressed with the tidiness and welcoming environment.
- Work with the Operations Director and Community Engagement Director to review and manage Make Studio/Annex expenses.
- Develop and maintain a Make Studio/Annex equipment maintenance and new tools and equipment acquisition plan for JUMP.
- Collaborate with community members and other organizations to develop community-wide builds and programs that inspire and engage.

## REQUIRED QUALIFICATIONS

- High School Diploma or equivalent.
- Basic knowledge and working experience with a wide variety of maker tools and equipment.
- Ability to work in a fast pace entrepreneurial environment with an ever-changing schedule.
- Ability to instruct and facilitate programs.
- Ability to work nights and weekends as necessary.
- Strong written and verbal communication skills.
- Ability to manage Studio Activators, Volunteers, Facilitators, and Artists in Residences.

## PREFERRED QUALIFICATIONS

- Bachelor or Master's degree in a related field of study.
- Management experience.
- Knowledge of and experience in non-profit organizations.
- Knowledge of the local community.

**DISCLAIMER** | JUMP is a start-up nonprofit 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](mailto:careers@jumpboise.org) with the position title in the subject line or by mail to 1000 West Myrtle Street, Boise, Idaho 83702. If you have any questions, please e-mail us at [careers@jumpboise.org](mailto:careers@jumpboise.org).