

DATE AVAILABLE: July 2016

JOB TITLE: Night Manager

DEPARTMENT: Visible Futures Lab

REPORTS TO: Lab Director

POSITION OVERVIEW: Manage daily operations of Visible Futures Lab

DUTIES & RESPONSIBILITIES:

- Maintain lab operating hours from 4pm to 11pm M-F
- Maintain lab facilities, equipment and workstations
- Develop lab workflow, policies and procedures
- Oversee special events, presentations and exhibitions
- Supervise, guide and assist graduate students, artists in residence and faculty on Lab policies and safety procedures
- Provide support for students, artist in residence and faculty with project planning, design and fabrication considerations
- Train and manage student workers
- Operate tools including CNC routers, 3D printers, laser cutters, vinyl printer/cutters, sewing and embroidery machines, table saw, band saw, mill and lathe
- Maintain tool and materials inventory, and accounting records
- Update website content

QUALIFICATIONS:

- College degree in technology or design based fields
- Minimum 3 years of shop and/or fabrication experience
- Experience in working with a variety of materials and tools
- 2D & 3D CAD and CAM software proficiency
- Electronics design and microcontroller experience required
- Detail oriented
- Safety minded