# ARTS Maker Workshop & Facilities Tech

## POSITION OVERVIEW

<table>
<thead>
<tr>
<th><strong>Compensation</strong></th>
<th>$18–22/hr, DOE</th>
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<tbody>
<tr>
<td><strong>Employment Status:</strong></td>
<td>Part-Time. Non-Exempt. Not to exceed 20 hours per week. Some evening and weekend availability may be required.</td>
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<tr>
<td><strong>Location:</strong></td>
<td>ARTS Center (National City, CA), in-person</td>
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<td><strong>Reports to:</strong></td>
<td>Maker Workshop Specialist</td>
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<td><strong>Direct Reports:</strong></td>
<td>None</td>
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<tr>
<td><strong>Start:</strong></td>
<td>May 1, 2022</td>
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</tbody>
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## OUR STORY

Founded in 2001, A Reason To Survive (ARTS) is a creative youth development nonprofit and community arts center located in National City. Our mission is to lift young people in the South County region of San Diego to become confident, compassionate, and courageous community builders through the transformative power of creativity.

## POSITION SUMMARY

The Maker Workshop/Facilities Tech is a key member of our team, providing support to our staff and programs. The primary purpose of this role is to maintain and enhance the makerspace and general facilities at the ARTS Center.

The ARTS Center is a multidisciplinary space with programs in art, music, design, and community building. The Maker Workshop is a makerspace with a focus on learning and skill development for youth and adults alike. It is also a design and fabrication space for creatives and artists, and a teaching and training space for emerging professionals.
DUTIES & RESPONSIBILITIES

Maker Workshop & Facilities
- Provide assistance in building out and maintaining the Maker Workshop in, but not limited to, the following areas:
  - keeping equipment and tools in working order including routine maintenance and inspection
  - assist in annual/bi-annual/monthly reconditioning of equipment and tools
  - general cleaning and upkeep of the shop
  - assist in installing new and updating old equipment and tools
  - maintaining and organizing inventory and supplies
  - reporting on inventory and supply needs
- Work closely with the Maker Workshop Specialist on a regular basis to understand overall shop and facilities maintenance needs and calendar for the ARTS Center.
- Support the ARTS Center in doing small jobs such as hanging, installing, repairing, painting, and general maintenance (changing light bulbs, etc…)
- Provide help for teaching and administrative staff in preparing materials, assisting builds, and troubleshooting as needed.
- Assist in preparation, set up, and breakdown of spaces for events and activities in and around the ARTS Center.
- Be available for other duties as assigned by the Maker Workshop Specialist, Executive Director, and Operations Manager.
- Represent ARTS in a professional and friendly manner at all times.

ATTRIBUTES & WORK STYLE

- Inquisitive: Interested and willing to learn new processes and techniques
- Motivated: Ability to focus on a project and see it through to completion
- Proactive: Ability to work without close supervision and identify tasks within shop and facilities needs not explicitly assigned to them
- Communication: Good oral and written communication skills
- Flexible: Ability to embrace shifts in priorities
- Respectful: ability to understand that we are a youth service organization and conduct themselves in an appropriate manner
QUALIFICATIONS

- Knowledge of basic hand tools
- Some knowledge of machine tools desired but can train the right individual
- Ability to read drawings and plans
- Work independently and meet deadlines.
- Good written and verbal communication skills.
- Ability to initiate, organize and implement.
- Ability to work within a close-knit team
- Must be able to successfully pass a Live Scan fingerprinting security clearance with the DOJ and FBI.
- Software: Google Suite (Docs, Sheets), Slack, Asana or willing to learn.
- Some basic computer drawing software (Illustrator, Corel, etc..) or CAD desired

EDUCATION

High School diploma or equivalent (GED)
Some shop, maintenance, industry, or construction experience desired

PHYSICAL DEMANDS

- Able to sit at a desk and view a computer screen for up to one hour.
- Able to speak into and use a telephone.
- Able to lift and transport up to 40 pounds.
- Able to hold and use hand tools, apply pressure
- Able to push/pull, may involve use of arms/hands, feet/legs.
- Able to reach overhead or below shoulder level.
- Able to hear, understand and distinguish speech and/or other sounds.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

At-Will Employment Status
HOW TO APPLY

Application Deadline: Open until filled

Send PDF versions of a resume/CV and letter of interest (no more than 2 pages) to: Claudia Ceniceros (Operations Manager, ARTS): claudia@areassontosurvive.org

Email subject line: “ARTS Maker Workshop/Facilities Tech – ARTS”