



## **Forge Workshop/Open Making Assistant**

### Volunteer Job Description

Description: Forge Workshop/Open Making Assistants will help guests take a deeper dive into a variety of subject matter, ranging from 45-minute pre-scheduled workshops up to 2-hour Open Making blocks. Workshop/Open Making Assistants will be responsible for co-facilitating deeper engagements in electronics, woodworking, design, and textiles (and other general making problems/projects guests may have). This position will require in-depth interactions with guests and the necessity (and willingness) to solve a plethora of problems/questions as they arise.

### Responsibilities:

- Work with multi-generational guests on a regular basis
- Help guests solve problems and help create solutions for the projects/problems they bring in
- May help create future Forge challenges and workshop programming
- Assist in maintaining a clean and organized makerspace
- Learn how to use tools and equipment they are unfamiliar with
- Commitment to safety of themselves and our guests
- Assist Museum Staff with sanitizing Museum exhibits per CDC regulations
- Monitor busy experiences– make sure guests are taking turns, wearing masks, and social distancing as well as using equipment properly

### Qualifications:

- An enthusiastic, out-going personality and a desire to work with people
- Must participate in Forge safety training and machine certifications
- Must demonstrate proficiency in tool usage and communication of safety precautions
- Must be able to commit to a regular weekly schedule
- Must be willing to learn and try new things
- Prior informal teaching/facilitation experience preferred
- Ability to navigate a constantly changing and evolving environment and multi-disciplinary projects.
- Ability to lift wood, table vises, and other objects up to 25 lbs
- Tolerant of loud noises (e.g. saws, CNC router, exhibit full of guests sanding and hammering)
- All volunteers must agree to and sign the Volunteer Agreement and the Health and Safety Agreement.
- All volunteers over the age of 18 must undergo a background check before onboarding.

### Training:

All volunteers must attend one of the scheduled orientations. Training with Forge staff will begin on your first scheduled day.

Minimum Age: 18

Time Commitment/Hours:

- Must be able to commit to a consistent, regular schedule (once a week or once every other week) for a minimum of six months
- Preferred Shift times:
  - 10:30-2:30pm and 2:00-5:00pm, 5 days/week