



## **The Forge Open Making Assistant**

### Volunteer Job Description

Description: The Forge Open Making Assistants will help guests take a deeper dive into a variety of subject matter during the Science Museum's Members only 2-hour Open Making blocks (currently on Sundays). 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:

- Help guests solve problems and create solutions for their own projects
- May help co-create future Forge challenges and workshop programming
- Assist in maintaining a clean and organized makerspace
- Commitment to safety of themselves and our guests
- Monitor busy experiences: make sure guests are taking turns and using equipment properly

### Qualifications:

- An enthusiastic, outgoing personality and a desire to work with people
- Bilingual in Spanish a plus
- 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 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, room full of guests sanding and hammering)
- Minimum Age: 18

### Training:

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

### 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.  
Shift times: 10 a.m.–3 p.m., daily except Sundays

