

Studio1095 (MakerSpace) Coordinator Position Description



The David & Joyce Milne Public Library's mission is to provide a wide range of information and materials, through traditional and innovative methods, to promote, encourage and support the diverse needs within Williamstown and the larger Berkshire community. The Milne Library also provides a friendly community space, which encourages curiosity, free inquiry and lifelong learning. The Library first opened its doors in 1874 and has served the community from its 1095 Main Street location since 1996.

The David & Joyce Milne Public Library is seeking a dynamic, creative, and community-focused leader to oversee the operations and programming of Studio1095 (our MakerSpace). This role helps cultivate an environment where artistic exploration and hands-on making thrive by ensuring access to a diverse range of tools, equipment, and creative resources, from fiber and textile arts and bookbinding to electronics, jewelry-making, audio recording, and more. The ideal candidate is an artist or maker who is comfortable with a variety of creative tools and technologies - or eager to learn - and is passionate about empowering others to learn, create, and innovate. We are looking for a person who brings enthusiasm, a collaborative spirit, and a strong desire to inspire and support others on their creative journeys.

Key Responsibilities

- Design, implement, and promote inclusive, accessible, and interdisciplinary programming across fiber arts, visual arts, and creative technologies.
- Maintain, operate, and provide instruction on tools and equipment, or demonstrate a willingness to learn their use. Tools/equipment may include, but are not limited to, sewing machines, embroidery machines, printmaking equipment, electronics, Cricut/vinyl cutters, bookbinding tools, and jewelry-making supplies.
- Encourage and integrate upcycling and repurposing materials into projects, fostering a creative mindset that minimizes waste and maximizes resourcefulness.
- Support and celebrate the work of artists, makers, and creators in our community by fostering a welcoming and inclusive environment for all.
- Train and supervise volunteers, interns, and staff in Studio1095 safety, equipment use, and creative mentoring.
- Collaborate with community partners, artists-in-residence, students, and library staff to deliver engaging and relevant programming.
- Create and manage instructional materials, such as how-to guides, signage, and project templates, to promote independent and supported use of the space.
- Monitor and manage Studio1095 inventory, including ordering supplies, tracking usage, and budgeting for new materials or equipment.
- Evaluate program effectiveness and gather feedback to improve offerings and ensure alignment with community needs and interests.

- Support patron use of the Makerspace's audio recording and podcasting booth, including maintaining equipment, assisting with basic setup, and developing familiarity with recording tools and software to guide users.
- Ensure an inclusive and welcoming environment where patrons of all backgrounds and abilities feel empowered to explore and create.
- Promote Studio1095 services, completed projects, and upcoming opportunities by potentially representing the library at community events, school visits, and local fairs.
- Engage the public through outreach and event participation to raise awareness of available programs, spark interest in making and art, and celebrate the creativity of our community.
- Actively participate in all staff meetings, training, and collaborative planning sessions to support effective communication and a cohesive team environment.
- Continually develop skills across both analog and digital disciplines to model lifelong learning.

Secondary Responsibilities

- Gain proficiency in standard library software and systems to support seamless collaboration and a deeper understanding of the library's operational environment.
- Performs other duties as assigned by the Library Director.

Qualifications

- Excited to lead, learn, and explore both traditional crafts (i.e., textiles, book arts, jewelry) and technology-based making, with an understanding of how to balance and integrate both approaches.
- Artistic background or strong creative practice preferred.
- Strong organizational, teaching, and interpersonal skills.
- Passion for equity, inclusion, and community-centered engagement.
- Experience working with diverse populations; commitment to supporting BIPOC and marginalized community members in creative expression.
- The position includes hands-on, physical work such as standing, reaching, bending, and moving equipment or materials. Our team collaborates to safely handle heavier items and support one another as needed.
- Ability to adapt to changing priorities and handle a variety of tasks in a dynamic environment.
- A commitment to enhancing diversity and inclusivity across all aspects of the library's outreach and communications initiatives.
- Bilingual proficiency (Spanish/English) is desirable.
- Valid driver's license required.

Equity & Inclusion Commitment

We actively seek candidates from underrepresented and historically marginalized communities. We especially encourage makers who are women, BIPOC, LGBTQ+, and people with disabilities to apply. We believe creativity flourishes when diverse voices, experiences, and perspectives come together.

Schedule and Benefits

Hourly rate: \$20.81

Hours include: 25-28 hour/week position with a schedule that varies in response to Studio1095 activities and program demands.

Note: We recognize that no one may have experience with every tool or medium listed. If you're eager to learn or confident in your ability to connect patrons with the resources they need, we encourage you to apply.

How to Apply

Interested candidates should submit a resume and cover letter outlining their interest and relevant experience to Angela Zimmermann, Library Director at azimmermann@cwmars.org. All applications received before April 10th, 2026 will receive full consideration, applications submitted after that date will be reviewed on a rolling basis until the position is filled.