



HATCHSPACE

A Community Woodworking Shop and School

JOB DESCRIPTION

TITLE: Shop Lead

REPORTS TO: Executive Director

STATUS: Part-time hourly, 20-30HRS/WK

COMPENSATION: \$30/HR

JOB SUMMARY

The Shop Lead fulfills an essential role at HatchSpace, overseeing the maintenance of a clean, functional, safe, and reliable shop environment for our members, students, and instructors. Working with the Executive Director, with input from the Education Manager, volunteers and members, the Shop Lead helps HatchSpace to understand and respond to the needs of our woodworkers while ensuring a productive and safe work environment. An important success factor in this role is an ability and readiness to identify unsafe tools and equipment and recommend immediate remedial actions to the team.

JOB RESPONSIBILITIES

Shop Oversight

- Carry out routine equipment checks for wear and tear; maintain as needed
- Keep a clean, orderly shop including sweeping, waste disposal, and organization
- Manage inventory of consumables; replenish replacement parts and supplies
- Maintain records such as maintenance logs, equipment and machine inventory, and member testing records
- Support and creatively promote a culture of safety and stewardship of the shop among members

Program Support

From time to time, the Shop Lead may be asked to provide support and insight into the following areas:

- Identify talented users who could be invited to consider teaching, volunteering and related opportunities within the organization

- Communicate updates, insights, activities and concerns from shop users to the HatchSpace team
- Schedule and communicate equipment status, including maintenance down-time across the organization
- Inform and support tool training, including curriculum content, instruction and assessment

Shop Specific Responsibilities

- Ensure the shop is free of hazardous levels of dust accumulation
- Perform weekly equipment and systems inspections; document the status of shops
- Replace dust collection bags; clean and replace filters as needed
- Maintain tools in clean and safe working order; inspect and replace cutting, drilling and abrasive parts as needed
- Continually update signage and provide notice of current events in the wood shop including demos, classes, bookings, etc.

REQUIRED SKILLS AND QUALIFICATIONS

- Experienced hobbyist or woodworking professional, knack for problem-solving
- A welcoming and inclusive disposition, ability to foster a culture of stewardship
- Hard working, with an affinity for physical activity and tenacity to see things through
- Organized, with an eye for environmental order, cleanliness and safety
- A good communicator with the ability to maintain, prioritize and share task lists
- Natural curiosity with an insatiable appetite for learning about tools and processes
- Good team player, able to productively engage with staff, volunteers and members

PHYSICAL DEMANDS AND WORKING CONDITIONS

- HatchSpace is a shared community workshop; it can be loud and full of distractions
- In-person and online meetings are required from time to time
- Ability to remain standing and/or moving about for long periods at a time
- Capable of navigating around equipment and obstacles in tight spaces
- Some lifting and moving of materials - up to 25lbs - is required from time to time

ABOUT HATCHSPACE

HatchSpace is a shared space for woodworking. We are a dynamic, 8,000 SF community workshop where we spark and nurture creative expression and lifelong learning within a supportive community environment. We foster the conditions for exploration, independent work and group collaboration necessary for anyone to build beautiful things with wood. Through a growing roster of programs and activities, our impacts include personal development, livelihood support, and community well-being.

Our mission as an inclusive, not-for-profit workshop is to celebrate and advance the learning, practice and cultural varieties of woodworking. We strive to provide anyone with access to the tools and training necessary to develop creative confidence and build the things they love.

HatchSpace is an equal opportunity employer. We welcome, value and celebrate diversity and are committed to creating an equitable and inclusive environment for all employees.

To apply, please send a cover letter to hello@hatchspace.org attn: Lars Hasselblad Torres, Executive Director. Be sure to outline your interest in the position, your most relevant professional highlights and skills, and how this position fits into your personal and/or career goals.

The position will be advertised until it has filled. The successful candidate will be expected to begin work within two weeks of acceptance of an offer. For more information about HatchSpace visit <http://hatchspace.org>.