

Library Space Lab Librarians

The Tomahawk Public Library will be accepting applications for temporary, summer, part-time Library Space Lab Librarians. Are you friendly, helpful, computer knowledgeable, 3D printer fascinated, and passionate about the community? Starting wage \$12.00+, 4 to 20 hours, with some evenings until 7:00 pm, and Saturdays 9:00am to 1:00pm. Applications and complete job description may be picked up at the Tomahawk Public Library or on cityoftomahawkwi.com

Main duties include working with all ages, customer service, computer skills, 3-D printing, organizing, setting up Library Space Lab, programing, podcast setup, preparing library material and shelving materials. Physical and working conditions include pushing and pulling objects weighing 60-90 pounds on wheels, organizing, lifting, and carrying 50 pounds or less. This temporary position is funded by a grant that the Tomahawk Public Library has received once the funds are used then the position will no longer exist.

Please attach application, letter of interest, two letters of recommendation, and a current resume to your application.

Application deadline: July 7, 2023 or until filled

Tomahawk Public Library is an Equal Opportunity Employer.

Tomahawk Public Library

Temporary Library Space & Lab Position

Nature: Work in and with the lab equipment. Set up, coordinate, and help patrons with lab equipment. Maintain, organize, and perform routine lab supply area, clerical, and library duties as required.

Duties include but are not limited to:

1. Run library lab equipment and handle materials, example: 3D printer
2. Assist with routine lab set up
3. Assist patrons with technological instruction, handling, and searches
4. Assist with lab programs, involving all patron ages
5. Assist with organizing of supply area
6. Perform other duties as required by the library management
7. Perform opening and closing duties
8. Must be willing to work evenings and Saturdays

Qualifications

Essential knowledge:

- Ability to understand and perform routine library procedures
- Ability to communicate effectively with staff and public
- Ability to operate library technologies properly
- Computer and keyboard skills

Essential training and experience:

- Currently seeking or a high school graduation or GED required
- Associate or Bachelor's degree is preferred
- Relatable job experience preferred, example computers or 3D printers
- Experience in customer service or working a group is preferred

Physical requirements:

- Lifting and carrying: 50 pounds
- Pushing and pulling: objects weighing 60-90 pounds on wheels
- Sitting, standing, walking, climbing, stooping, bending, twisting, and reaching
- Ability to grasp and reach for small objects

Benefits include:

- None

This position is a temporary position that is funded by a grant the Tomahawk Public Library has received through CREATE. All newly hired employees are subject to a 6-month probationary period.