



Student Job Opportunity: Makerspace Assistant

The Penticton Public Library has an exciting opportunity for a temporary part-time (15 hrs/week) Makerspace Assistant. This limited term position will begin on September 16 and conclude on December 13. This position is partially funded by The Young Canada Works Program.

Summary:

The Penticton Public Library seeks a highly motivated, technology savvy individual to assist with the development of the library's new Makerspace. Reporting to the Digital Services Technician, the Makerspace Assistant will possess a passion for learning new technology and sharing their knowledge with the community. Equity-deserving groups as defined by the Government of Canada (Women, Indigenous Canadians, Persons with disabilities, Members of visible minorities) are strongly encouraged to apply.

Hours: 15 hours a week

Wage: \$23.00/hour

Term: September 16 to December 13, 2025

Key Duties & Responsibilities:

- Provide one-on-one instruction on makerspace technology to the public
- Assist library staff to deliver group-based programs to the public
- Use makerspace technology to create programming supplies and library marketing materials
- Collaborate with library staff to plan, prepare and advertise for the Gift Making Workshop series that highlights heritage maker skills
- Facilitate the library's "Open Door Time" where library patrons share their ideas for the future of the makerspace
- Assist with launching new makerspace equipment to the public
- Co-create new makerspace curriculum for new and ongoing programs
- Edit and create Training Materials in a variety of formats including video and text-based



Qualifications:

- Must be enrolled in a post-secondary program of study in fields such as the arts, information technology, history or education. We will consider a broad range of educational programs and experiences
- Must be between 16-30 years old on the first day of work
- Interpersonal skills that facilitate teaching and learning
- Computer skills with desktop and mobile operating systems (Windows, Mac OS, Linux, Android or iOS)
- Productivity software such as the Microsoft Office Suite
- Graphic or CAD design tools such as Canva, MS Publisher, Photoshop, Inkscape, Illustrator, or TinkerCAD
- Hardware troubleshooting skills considered an asset, especially relating to emerging technologies such as 3D Printers or Vinyl Cutters
- Additional skills in the arts, education, or information technology will be considered an asset
- Must be available to work on most Saturdays and Tuesday and Thursday evenings

Interview Process and Selection:

All candidates must submit a cover letter and resume. Each submission will be blind scored with the top candidates invited to attend an interview. Answers to interview questions will be scored using a rubric with the top two candidates asked to submit references and proof of their enrollment in a post-secondary program.

The Penticton Public Library is committed to providing an accessible workplace. While we strive to make interviews as accessible as possible, allowing for in-person and virtual interview settings, and providing questions in advance, additional accommodation may be requested at any time during the interview process. You can read more about our accessibility initiatives at <https://pentictonlibrary.ca/about-us/accessibility/>

This position has been partially funded by the Young Canada Works Heritage Organization grant and has been designed to provide you with an opportunity to develop skills, enhance your employability, and learn more about an exciting career in libraries. We will provide a wide array of training and support opportunities to build your portfolio and experience.

The successful candidate will be required to complete a vulnerable sector criminal record check. This is a non-union temporary position and so will not be subject to the Library's collective agreement with CUPE Local 608. This position is subject to grant funding.

The Penticton Public Library is an equal opportunity employer. Please submit a resume and cover letter with the subject "2025-Makerspace Assistant" to employment@pentictonlibrary.ca by 5:30 pm on August 5, 2025. We thank all applicants, but only shortlisted candidates will be contacted.