



Saint Paul Public Library: George Latimer Central Library Nicholson Workforce and Innovation Center

Innovation Lab Assistant

Description of Job:

George Latimer Central Library is a large, urban library with multiple service points and a diverse patron base. Many patrons are disenfranchised, speak English as a second language, or have other barriers to employment. The Nicholson Workforce and Innovation Center (WIN Center) seeks to address those barriers by assisting all members of the public in their pursuit of career or technical skills acquisition.

The *Innovation Lab*, or "*The Lab*" is our adult makerspace in the Nicholson Workforce and Innovation Center, a place where members can actively practice and acquire new skills and engage in creative work. We currently have a laser engraver/cutter, 3d printer, sewing machine, and digitization equipment, laptops with Microsoft Office and Adobe Creative Cloud products, a DSLR camera, and a small recording studio.

Duties:

- Assist patrons with use of computers and the equipment and software in the Lab
- Practice and demonstrate projects using the equipment in the Lab
- Teach classes or lead groups in project-based training related to the personal skills and interests of the volunteer. For example, showing a group how to hem pants or edit a music video
- Must be able to schedule in advance so that their availability can be advertised to our patrons

Qualifications:

- Proficient in using technology, digital devices, software and content production with digital media.
- Experience with or an interest in use of *any* of the following equipment: sewing machine, 3d printer, Adobe Creative Cloud software, 3d design software, video and audio recording, photography editing and production, laser engraving. cutting or woodworking.
- Experience with coaching, mentoring, teaching skills and concepts helpful but not required.
- Punctual, patient and reliable.
- A background check is required and provided by the library.

Location:

George Latimer Central Library, 90 W. 4th Street, Saint Paul, MN 55102

Training/supervision:

Training will be provided by library staff

Apply:

Please contact Wendy Neurer, Library Volunteer Coordinator for more information and to schedule a volunteer interview. Phone: 651-266-7420 Email: wendy.neurer@ci.stpaul.mn.us