

Job Title	FabLab Manager
PVN ID	LA-2202-004583
Category	Research
Location	LAGUARDIA C. C.
Department	NYDesigns
Status	Part Time
Hourly Rate	\$31.86
Hour(s) a Week	19.00
Closing Date	Sep 30, 2022 (Or Until Filled)

General Description

Founded in 2006, NYDesigns is dedicated to the success of design and hardware tech startups in NYC. Companies in our incubator get three years of private studio space and access to a network of mentors and advisers. Makers can prototype their design ideas in our safe, secure, 5,000-sq-ft fabrication lab. We produce events and programs for a thriving community of creators and innovators. We are a program of LaGuardia Community College / CUNY.

NYDesigns seeks a Part-time FabLab Manager to manage, organize, and maintain the Fab Lab space and equipment, support maker related programming, and perform custom fabrication for entrepreneurs and small businesses in the hardware tech and creative industries. The workshop features a wide range of tools, including two CNC milling machines, a 100W large-format Trotec laser cutter, a Dimension 1200 FDM 3D printer, CNC lathes, and a standard suite of tools.

Key Responsibilities:

- Manage, monitor and coordinate all activities in the FabLab
- Ensure adherence to safe and effective use of the fabrication devices
- Monitor and maintain optimal safety conditions
- Maintain all equipment, change and repair components, as needed
- Manage and update supplies and inventory of all tools and materials and submit replacement requests, as needed. and ensure materials are stored appropriately by Fab Lab members
- Train and provide instruction on fabrication devices on safety procedures and proper use of equipment and tools to incoming Fab Lab members and provide supervision of all members on an ongoing basis to ensure safety
- Assist in the preparation of custom bids for custom jobs for FabLab clients
- Periodically teach making and equipment use tutorials and workshops
- Seek to recruit members to the FabLab

Other Duties

- Support program activities as needed

Qualifications

- 5-7 years of relevant professional experience and strong technical experience
- Associate or Advanced degree in a design or STEM field preferred
- Familiarity and experience working with equipment such as:

Laser cutters, CNC routers, 3-D printers, vacuum formers, table saws, lathes, sanders, drill press, power tools, and all associated equipment

- Proficiency with graphic design and CAD/CAM applications
- Excellent communication skills
- OSHA 30-Hour General Industry certification
- C14 License required (Or obtained within 90 days of hire)
- First Aid and advanced safety training preferred
- Ability to lift up to 50 pounds on a regular basis