



Forge Open Making Assistant

Volunteer Job Description

Description: Forge Open Making Assistants will help guests take a deeper dive into a variety of subject matter during the Museums Members only 2-hour Open Making blocks (currently on Saturdays). Open Making Assistants will be responsible for co-facilitating deeper engagements in electronics, woodworking, design, and textiles (and other general making problems/projects guests may have). This position will require in-depth interactions with guests and the necessity and willingness to solve a plethora of problems/questions as they arise.

Responsibilities:

- Work with multi-generational guests on a regular basis
- Help guests solve problems and create solutions for their own projects
- May help create future Forge challenges and workshop programming
- Assist in maintaining a clean and organized makerspace
- Learn how to use tools and equipment they are unfamiliar with
- Commitment to safety of themselves and our guests
- Monitor busy experiences– make sure guests are taking turns and using equipment properly

Qualifications:

- An enthusiastic, outgoing personality and a desire to work with people
- Bilingual in Spanish a plus
- Must participate in Forge safety training and machine certifications
- Must demonstrate proficiency in tool usage and communication of safety precautions
- Must be able to commit to a regular weekly schedule
- Must be willing to learn and try new things
- Prior informal teaching/facilitation experience preferred
- Ability to navigate a constantly changing environment and multi-disciplinary projects
- Ability to lift wood, table vises, and other objects up to 25 lbs.
- Tolerant of loud noises (e.g., saws, CNC router, room full of guests sanding and hammering)
- Must agree to and sign the Volunteer Agreement and the Health and Safety Agreement
- All volunteers over the age of 18 must undergo a background check before onboarding

Training:

All volunteers must attend one of the scheduled orientations. Training with Forge staff will begin on your first scheduled day.

Minimum Age: 18

Time Commitment/Hours:

Must be able to commit to a consistent, regular schedule (once a week or once every other week) for a minimum of six months

Preferred Shift times: 10:30–2:30 p.m. and 2:00–5:00 p.m., currently Saturdays only