

Position Title:	Steamspace Operations Manager
Start/End Dates:	September - December 2021
Hourly Wage:	\$15/hour
Hours per week:	35 hours/week (time off in lieu will be given for additional hours that may sometimes be required for promotional activities or special events in the makerspace)
Work location:	Acadia University Campus, Wolfville NS (Raymond House)
Program of Study:	Business, Community Development

## Duties

Acadia is seeking an Operations Manager (OM) for the recently implemented on-campus makerspace (Steamspace). The OM will be involved in preparing for the first fully operational semester at Steamspace (Fall 2021). The full opening of Steamspace has been delayed due to Acadia's efforts to mitigate the spread of COVID-19, but the University has announced its intention to be fully open for in-person learning in Fall 2021. The OM will have three main areas of responsibility: scheduling and planning community programming; providing support to faculty in planning their academic/classroom use of the makerspace; and scheduling and planning personal and recreational programming for Acadia students. Since Steamspace is in its start-up phase, the OM will also be responsible for the recruitment, training, scheduling, and supervision of student volunteers and ongoing development of procedures and routines used in the makerspace.

The OM will be fully briefed on their responsibilities prior to work. The Implementation Team will mentor the OM using an explain, demonstrate and do method. The Team members have advanced experience and education in: digital/social media marketing; event planning; and general management, leadership and project operations.

The OM will work most closely with Dr. Terrance Weatherbee and Dr. Donna Sears. The OM will be mentored in the requirements for the operational launch of Steamspace; the scheduling of-, planning for-, promotion and implementation of- events for the Fall 2021 semester. This process will foster skill development in:

- Event planning
- Communication (formal, informal, and interpersonal) with diverse audiences
- Time management
- Volunteer recruitment, training, scheduling, and supervision
- Use of advanced technologies (e.g., 3d printers, internet-of-things, computer programming, AR/VR, audio/video editing, 3d scanning, etc.)
- Purchasing within a formal institutional setting

This job placement is not a 'standard' co-op position, as typically found in a university setting. It is not related to either a laboratory or research assistant nor is it work within the general administration found in the operations of a university. Commencing in September 2021, the makerspace is expected to generate a user base of 250 post-secondary students. The multiplicity of audiences for this exciting project – and the opportunity to work independently – will foster a level of networking, program planning, and communication skills well beyond that of a normal co-op work term. This job placement is

a key part of the start-up phase of this project and the OM's status as a post-secondary student is a critical element for success.

### **Supervision**

The OM will work with the University Makerspace Implementation Team (Dr. Ryan MacNeil, Dr. Donna Sears, and Dr. Terrance Weatherbee) on a daily basis for the day-to-day operations during the fall start-up and planning phase of Steamspace.

Mentoring for – and monitoring of – tasks will be completed by the Implementation Team on an ongoing basis. Performance feedback on tasks will be provided to the OM on a weekly basis.

### **Education Level**

The successful applicant will have completed at least the first two years of undergraduate education in Business Administration or Community Development. If not already qualified, the OM will complete Standard First Aid and WHMIS training during the work term.

### **Required Competencies**

- Enthusiasm for learning more about making, event planning, project management, marketing, additive manufacturing and other leading-edge technology
- Excellent interpersonal and communication skills
- Understanding of – and ability to deliver – great customer service
- Knowledge of basic computer functions and Office Suite software
- Self-motivated and organized – able to work well independently and as part of a team
- Physically capable of lifting and carrying up to 20 kgs and navigating stairs and other obstacles

### **Work Term Outcomes**

Skills developed during the placement

Community Programming – scheduling, planning, promotion, and implementation of events for community members (e.g., beyond the campus community) for Fall 2021. This will involve liaising with makers in the community, particularly the 150+ members of the facebook group who have attended planning meetings and are enthusiastic to get making in the space.

Faculty support – providing support and expertise for faculty members as they plan class activities that will take place in Steamspace during the Fall 2021 semester.

Acadia Student Programming – scheduling, planning, promotion, and execution of recreational programming for Acadia students during the Fall 2021 semester. This will require liaising with members of the SteamTeam, the volunteer student group that is involved in the set-up and operation of Steamspace.

**Field of studies**

The OM's development of skills and knowledge throughout the work term will contribute directly to their career potential in following areas: event planning, promotion, and implementation; scheduling; volunteer recruitment and training; project management; digital skills; communication skills; small business management; purchasing processes and supply-chain management; innovation studies; and business technology management.

**Rural areas/remote communities**

The job location is in Kings County, NS (population density 34.6 persons/sq km, per Statistics Canada). The makerspace is the only University-Community makerspace in the Province, and represents an exciting opportunity for the OM to be exposed to leading-edge technologies unavailable elsewhere in Nova Scotia.