



## **Job Description**

### **Creator Studio Team Member**

**Part-Time: 20+ hours per week**

**Reports to:** Director of Programs

**Position Summary:** SPARK! Creator Studio will combine the equipment of a MakerSpace with the technology of a Computer Lab and the materials in a Tinker Studio. The Creator Studio Assistant will assist in the development and implementation of the Creator Studio by creating curriculum and guiding students through projects during the open hours of the studio. This is a part-time position.

### **Responsibilities:**

- Create and modify curriculum and structure for program
- Develop and lead workshops
- Work with parents/families on successful progress and time management of projects for students.
- Help Creator Studio members develop projects and project timelines
- Assist in the recruitment, training and supporting volunteer mentors
- Provide community outreach in support of the Creator Studio program
- Provide basic equipment maintenance
- Assist SPARK! in fundraising and publicity for the Creator Studio
- Support youth in pursuing academic and career opportunities
- Assist in marketing and showcasing Creator's Studio space with innovative samples and designs

### **Qualifications:**

- Creative individual
- Exceptional customer service and client relationship skill set
- Bachelor's degree in education, engineering, graphic design or instructional technology or currently enrolled in this field of study
- 2-3 years professional experience
- Ability and willingness to work evenings and weekends
- Experience with 3D Printers, MIT Scratch, MakeCode, Adobe Suite, HTML Coding and other related equipment and programs (preferred)
- Desire and ability to work with children
- Able to organize and prioritize work and workspace
- Able to work independently and also as part of a team
- Able to work successfully across departments
- Maintain a consistently high level of quality
- Must be eligible to work in the U.S

This job description is not all-inclusive and subject to change without prior written and/or verbal notifications.

Interested candidates should submit cover letter and resume to [careers@sparkdallas.org](mailto:careers@sparkdallas.org)

**NO PHONE CALLS**