IDENTIFICATION

Department	Position Title	
Aurora College	Manager, Makerspace Ecosystem	
Position Number	**Community**	**Division/Region**
91-17095	Yellowknife	Research

PURPOSE OF THE POSITION

The Manager Makerspace Ecosystem is responsible for leading and managing the Aurora College Makerspace Ecosystem program across the Northwest Territories. The Manager is responsible for developing partnerships and programs to support the creation and maintenance of community-led makerspaces, innovation centres, artist co-ops, and other initiatives aimed at small business and hobbyist product creation across all regions in the Northwest Territories.

This position promotes the program by establishing and maintaining diverse partnerships to maximize resources for the territorial makerspace ecosystem, which benefits communities across the Northwest Territories.

SCOPE

The Manager of Makerspace Ecosystem Programs is located in Yellowknife and reports to the Vice President of Research. This position is responsible for overseeing the makerspace ecosystem program within the research division. The Manager collaborates extensively with staff at the Innovate Centre and faculty from academic and community programs. The position is responsible for several project budgets from multiple funding sources up to $1,000,000 with signing authority up to $25,000.

The Manager develops partnered programs related to makerspaces, manufacturing and fabrication technologies, artist training, and small business entrepreneurship. This requires meaningful collaborations with community organizations and partners. The Manager will support the development of multiple makerspace opportunities across the Northwest Territories by working directly with community members, Indigenous Government Organizations, artists, funders, local businesses, partner organizations, and various levels of government**.**

The Manager facilitates, develops, and monitors special projects and training opportunities related to makerspace technologies. This includes community workshops, short courses, public events, and new program elements.

The incumbent must have strong entrepreneurial skills and be able to identify, seek out, and solicit funding for regional and territorial projects. The Manager aids the program's sustainability by generating revenue from training, proposal development and delivery of services.

The Manager provides leadership to the overall Makerspace Ecosystem program. The position is responsible for providing support and technical advice on technologies and equipment appropriate for Makerspaces. The Manager is also responsible for administering and supervising two regional program coordinators and contract and casual staff. There are significant administrative, reporting and budgetary responsibilities for reporting on program funding.

RESPONSIBILITIES

1. **Manages the Aurora College Makerspace Ecosystem resources.**
   - Generates revenue for the Makerspace Ecosystem through activities including the delivery of services and development of funding proposals.
   - Manages Makerspace resources and capital to ensure regional access to equipment and technology.
   - Develops proposals to sustain long-term funding for the program and in support of community partners.
   - Provide support on governance and organization start-up; memberships and pricing, business planning and longer-term strategic planning.
   - Coordinate and track library of equipment loans, purchases, and training with Innovate Manager.
   - Support community initiatives through advice, presentations, best practices, funding awareness, equipment demonstrations, and any other activities necessary to help them achieve success.
   - Maintains administration procedures and records for program.
   - Controls and authorizes expenditures of funds within financial authority in order to maintain program.

2. **Coordinates and directs ecosystem planning.**
   - Initiates, develops and plans the Makerspace Ecosystem program.
   - Supervises two regional coordinators to deliver programming.
   - Develop partnerships and programs with community organizations, Indigenous governments and other interested parties to advance digital literacy and micro-manufacturing skills of learners.
   - Collaborates with Innovate Centre and Aurora College divisions to support the development of makerspaces and delivery of training and workshops.

- Evaluates, demonstrates and provides training on technology for the program in collaboration with Innovate staff and external organizations.
- Conducts needs assessments and resource inventories for communities.
- Creates educational materials for use by partners and others.
- Collaborate with Elders and cultural knowledge holders to promote the integration of Traditional Knowledge and craft into the workshop curricula.
- Provides communications and marketing support to promote makerspace development, workshops and programming.
- Evaluates the effectiveness of activities and programs.

3. **Works with partners to support community-led makerspace initiatives and oversees the delivery of supports to community-partnered initiatives.**
- Develops collaborations with community partners to expand makerspace programming across the territory.
- Oversees and evaluates regional Makerspace programming.
- Communicates Makerspace program goals with communities across the NWT.
- Responds to information requests about the Makerspace project.
- Leads collaboration with regional initiatives and Innovate Centre.
- Communicates with a range of interested groups, including community members, non-government partners, research participants, local organizations, researchers, funders, and national organizations.
- Works with various groups on the development and delivery of regional capacity-building opportunities related to the Makerspace program.

4. **Leads communications of Makerspace Ecosystem Program activities to the public.**
- Design, plans and implements activities, programming, and presentations for community organizations, community groups, and schools to support STEM outreach initiatives.
- Uses and demonstrates technologies and equipment for Makerspaces.
- Collaborates with local stakeholders, organizations, community members, and others on activities and events encouraging engagement with science and technology knowledge transfer and capacity building.
- Uses a range of technology, including print, television, digital, and social media, to raise awareness of makerspace program activities in the region and to provide access to materials and content.
- Identifies and utilizes suitable media and platforms for information exchange.
- Participates in relevant events, meetings, gatherings, activities, etc., as an Aurora College representative.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

The incumbent will experience exposure to tools, equipment and shop hazards. Personal protective equipment (PPE) will be available and must be worn as required.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will be required to travel between various College locations frequently. Travel may be to small communities on small aircraft or via winter roads.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge in designing, implementing, and managing projects.
- Knowledge of and/or the ability to acquire knowledge of northern culture, cross cultural processes, communities and politics.
- Entrepreneurial skills and the ability to identify, seek out, and solicit funding for regional and territorial projects.
- Skills relating to planning, managing and reporting on multiple budgets and initiatives.
- Interpersonal, oral and written communication and presentation skills.
- Creative, strategic, and analytical thinker with the ability to manage multiple projects.
- Administrative and financial management skills with an understanding of manufacturing and industry best practices.
- Skills relating to building and maintaining collaborative partnerships.
- Skills relating to proposal writing process and working in partnership with other service agencies to deliver programs.
- Leadership skills and the ability to positively influence, motivate and mentor others.
- Design software skills including 3D Design (CAD), and graphics design (Corel Draw or Adobe Illustrator) for use with micro-manufacturing equipment.
- Organizational skills including project and program planning, leadership and delivery.
- Ability to think critically and analytically for program innovation, expansion, problem resolution, strategic planning, researching and organizing.
- Ability to use Microsoft Office, e-mail, Internet, and basic office equipment.
- Ability to fulfill administrative, reporting and budgetary responsibilities for reporting on program funding.
- Ability in human resource management and team building.
- Ability to adapt to new situations and circumstances.
- Ability to work with various groups on the development and delivery of regional capacity-building opportunities related to the Makerspace program.
- Ability to deliver educational programming.
- Ability to develop proposals to sustain long-term funding for the program and in support of community partners.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness as well as safety and sensitivity in the workplace.

Typically, the above qualifications would be attained by:

A degree in Education, Business, or Technology or other relevant disciplines, and five (5) years of program management experience, which includes one (1) year of supervisory / team lead experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

☐ No criminal records check required
☒ Position of Trust – criminal records check required
☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)
　　Level required for this Designated Position is:
　　ORAL EXPRESSION AND COMPREHENSION
　　　Basic (B) ☐　Intermediate (I) ☐　Advanced (A) ☐
　　READING COMPREHENSION:
　　　Basic (B) ☐　Intermediate (I) ☐　Advanced (A) ☐
　　WRITING SKILLS:
　　　Basic (B) ☐　Intermediate (I) ☐　Advanced (A) ☐
☐ French preferred

Indigenous language: Select language

☐ Required
☐ Preferred