

## The Gregory School - Director of Fabrication Lab

Position/Title	Director of Fabrication Lab
Reports To	The Director of the Fabrication Lab will report to the Dean of Faculty and Academic Programming
Job Overview	<p>The primary purpose of the Director of the Fabrication Lab is to oversee the operation of the Fabrication Lab and the development of programs for a variety of primary interest groups.</p> <p>The successful candidate is eager to join a community where professionalism and collaboration are valued. Teachers joining The Gregory School faculty are open to growth and participation in rich curricular conversations. Being part of The Gregory School community includes creating Friday exploration courses and interim week activities that extend learning beyond the classroom curriculum.</p>
Key Tasks and Responsibilities	<ul style="list-style-type: none"> <li>● Leads staff, interns, and volunteers working in the Fab Lab and manages their training on the use of the Fab Lab software, computers, and manufacturing equipment</li> <li>● Establishes protocols for the effective use of the lab</li> <li>● Serves as champion for the Fab Lab by promoting the opportunities available through various venues in the area and maintain partnerships with external organizations</li> <li>● Operates the Fab Lab on a day-to-day basis and mentors students, teachers and community members by assisting them with their projects and ideas</li> <li>● Assists administrators, teachers, students, and community members by providing professional development opportunities in the area of fabrication technology</li> <li>● Schedules the day-to-day operations and use of the lab</li> <li>● Oversees the training/apprenticeship of various staff members</li> <li>● Assists in curriculum development</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>● A technical degree (ME, EE, CS, IT) and/or similar job experience is required</li> <li>● Strong interpersonal and communication skills</li> <li>● Desire to seek and pass on knowledge to others</li> <li>● Previous teaching experience preferred</li> <li>● Proficiency in common desktop applications (web browsing, word processing, image editing, etc) required</li> <li>● Familiarity with CAD/CAM and/or PCB Design software preferred</li> <li>● Experience running and maintaining PCs and LANs (your home PC and LAN may be sufficient)</li> <li>● Familiarity or expertise in Linux preferred</li> </ul>