



Makerspace General Manager

STEAMLABS



About STEAMLabs

STEAMLabs is a **community makerspace** where people of all ages build projects using digital fabrication tools (like laser cutters and 3D printers), code, craft, wood and electronics.

We offer **memberships** for those looking to share space and tools, and interest-led project-based **maker education programs** for adults, kids and educators.

We believe that making enables our **creative autonomy**, capacity for **life-long learning**, and the decentralization of **technological innovation**.



About the position

Salary range | \$50,000 - \$60,000

As General Manager, you play a critical role in working with the Executive Director to guide the organization from a successful start up phase into a sustainable organisation that meets financial and strategic goals through **meticulous project management, implementation of processes,** and empowering **team leadership.**

You will be responsible for **overseeing all operations** at STEAMLabs, and **directly managing team members** who are each responsible for (1) program development & delivery (youth and adults), (2) space maintenance & infrastructure, and (3) strategic marketing & communications. You will report to the Executive Director and collaborate with him to scope and project manage any new offerings, projects or partnerships.

You're a stickler for processes and systems, struggle to proceed without a well-defined plan, and have a track record of **prioritizing the empowerment and wellbeing of team members** as primary to the achievement of organizational objectives. You **never lose sight of the big picture** and can keep financial and strategic priorities at the forefront while **guiding staff to plan and execute details on the ground.**

You have **outstanding communication skills,** understand the **art of scheduling and facilitating effective team meetings,** don't hesitate to support with **executional or administrative tasks** regularly, and are motivated by the **opportunity to run a sustainable and successful organization** in partnership with the Executive Director.



Responsibilities

- Collaborate with Executive Director to define and monitor financial goals and strategic priorities and ensure day to day operations align with these
- Collaborate with Executive Director to ensure the feasibility of new offerings, projects and partnerships, including their alignment with strategic priorities and financial goals
- Collaborate with team leads to design, develop and maintain processes
- Project manage & monitor timelines
- Schedule, plan and facilitate effective team meetings and check ins
- Manage staffing schedule
- Collaborate with Executive Director to recruit new staff
- Support and connect team members who need assistance and support
- Supports staff in the recruitment, training, scheduling and ongoing management of volunteers
- Be the main point of contact for incoming enquiries and delegate relevant email correspondence to team leads
- Manage client software and schedule programs
- Coordinate staff payroll with the bookkeeper



Skills + Experience

Required

- Minimum 3-5 years leadership experience in an organizational context
- Strong project management experience
- Strong human resource management experience
- Track record of connecting day-to-day operations to strategic priorities
- Experience overseeing budgets and aligning operations with financial goals
- Experience overseeing marketing & sales related tasks
- Rigorous and empathetic communicator and troubleshooter
- Analytical, defaults to planning and processes, but comfortable in chaos and fighting fires
- Comfortable constructively criticizing ideas or proposals
- Comfortable juggling multiple and/or conflicting priorities
- Experience using Google Drive and Google Calendar



Skills & Experience

Bonus

- Experience in the cultural, creative, education or technology sectors
- Experience in a not for profit/social enterprise context
- Experience developing new programs or services
- Experience managing a dispersed team





Why work with us?

- We're a small, agile team of friendly people with varied skills and experiences
- The lab is full of interesting tech, and interesting people working on projects
- We're a relatively new organization, so there are still lots of ways to contribute to it's shaping!
- There is plenty of opportunity to learn, grow and try new things
- The STEAMLabs Community (members, volunteers, program participants and otherwise) are awesome, and a pleasure and privilege to work with
- We're a workplace that embraces failure as the most potent form of learning
- You'll have access to the makerspace, and benefit from the same perks as members
- All staff get a membership at the Toronto Tool Library

HOW TO APPLY

Please send the following to careers@steamlabs.ca with “General Manager” as the subject line by **Wednesday 20th September, 5pm:**

- a cover letter outlining the qualifications and experience you would bring to the position
- a resume
- specify where/how you found out about the opportunity

www.steamlabs.ca

