



Part-Time Employment Opportunity Library Technical Assistant I – Creative Technologies

To apply for this position, send a cover letter, resume, and contact information for three professional references to humanresources@wallingfordlibrary.org on or before Friday, December 5th, 2025.

Job Summary:

Introduces participatory learning to adults and teens in the Collaboratory, the library's 2,400-square-foot makerspace. Teaches patrons how to use makerspace, digital media, and digitization equipment and software. Reports to the Head of Collaboratory Services.

Essential Job Functions:

- Instructs patrons and staff in the use of equipment and technology in the Collaboratory, including but not limited to laser and vinyl cutters, CNC machines, 3D printers, sewing, embroidery, and longarm quilting machines, digitization equipment, and music and video production tools.
- Leads tours to acquaint newcomers with the Collaboratory's tools and services.
- Troubleshoots Collaboratory equipment.
- Recommends new equipment and services for the Collaboratory.

Required Knowledge, Skills, and Abilities:

- High school diploma required; college degree preferred. Current college students are encouraged to apply.
- Proven record of outstanding customer service to a wide range of ages and abilities.
- Proficiency in a variety of software and hardware, including Apple products and Adobe Creative Cloud.
- Expertise with popular maker equipment.
- Currency and fluency in technology and maker trends.
- Eagerness and flexibility to learn emerging technologies in a continuously evolving environment.
- Ability to work both independently and collaboratively with a small team.
- Spanish language proficiency desirable.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Move about the inside of the library to access collections and operate office equipment.
- Remain in a stationary position 50% of the time.
- Operate a computer and other office productivity machinery, such as scanner/fax machines, printers, and copy machines.
- Communicate with staff and the general public and exchange accurate information in these situations.
- Have the visual acuity required to read and view from a computer terminal.
- Move equipment and book carts up weighing up to 50 pounds around the library building.

Hours:

12-16 hours per week, with some flexibility, but to include at least one evening per week, every other Saturday, and Sundays from January through April in rotation.

Benefits & Compensation:

- \$23.17/hour
- Paid time off

Disclaimer: Nothing in this job description restricts Wallingford Public Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects Wallingford Public Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

Wallingford Public Library's policy is to provide, in accordance with applicable law, equal employment opportunities to all employees and applicants without regard to race (including ethnic traits historically associated with race such as hair texture and protective hairstyles), color, religious creed, age, sex, pregnancy, marital status, national origin, ancestry, past or current mental or physical disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, civil union status, status as a victim of domestic violence, or any other legally protected status.

Rev 11/2025