



Summer Intern Employment Opportunity Venture13 MakerLab Coordinator (Internship)

Date of Posting: March 1, 2018

Deadline to Apply: March 19, 2018

Job Description

The Venture13 ("V13") MakerLab Coordinator position offers a unique opportunity for an Engineering Student who is seeking career related experience and to develop job planning, implementation, and oversight (managerial) skills, work with solution based design and develop knowledge of safety and lab procedures. The V13 MakerLab Coordinator will assist in implementing the MakerLab framework and work with Northumberland CFDC to develop a sustainability plan for ongoing oversight and facilitation of Lab activities beyond August 2018.

Venture13 is a new innovation centre set to open by May of 2018 to provide a contemporary and collaborative facility for early-stage technology startups. Part of V13 is a planned 800 sq. ft. prototyping and engineering facility for laboratory work, experiments in applied science and microfactory (small run) manufacturing for hardware products and physical technologies.

Role activities include:

- Safe, efficient and effective oversight of all V13 MakerLab activities to industry grade standards.
- Active support to all MakerLab users
- Coordination and facilitation of lab user training and onboarding.
- Installation, optimization and maintenance of advanced equipment, supplies, software, and support documentation.
- Preparation of order lists as required, management and ordering of supplies
- Monitor automated web-based platform for lab and equipment booking as admin, update and correct information and propose changes as needed for optimal functionality, additional equipment etc.
- Interface/liaise with V13 facilities committee and V13 Program and Services Administrator
- Develop a sustainable framework for ongoing V13 MakerLab management post-internship, including audit and needs assessment.
- Additional activities as may be assigned from time to time in support of hardware startup acceleration, entrepreneurial development, venture and technology analysis, industry-academic collaborations, applied R&D, and any other work as may be determined by Northumberland CFDC.

Qualifications

Post-secondary Engineering Student in their third or fourth year of study and returning to full-time studies in the Fall of 2018.

Desired:

- Mechanical, mechatronic and/or electrical, industrial or applied engineering skills
- Experience with and passion for making/makerspaces
- Confidence in client-facing role
- Some previous lab experience
- Entrepreneurial/startup experience
- Knowledge/understand of entrepreneurship and innovation

Hours

35 hours per week (8:30 am - 4:30 pm) beginning Monday, April 23rd, with extra hours as required for events.

How to Apply

Please send resume and cover letter to Northumberland CFDC, preferably by email to:

info@northumberlandcfdc.ca

Subject: Marketing & Graphic Design Associate Internship

or drop off/mail to our office at 600 William Street, Suite 600, Cobourg, Ontario.

This position is available subject to funding.

We thank all applicants but only those chosen for an interview will be contacted.