

THE COLUMBUS IDEA FOUNDRY IS SEEKING VOLUNTEERS / INTERNS FOR:

OFFICE ASSISTANCE AND VIRTUAL WORKFLOW

This is an unpaid position with the possibility class instruction opportunities.

Description of position:

CIF is seeking assistance with our office and virtual workflow needs. This includes assisting with office duties (maintaining functioning printers, scanners, copiers, etc), as well as assisting with virtual management – uploading class schedules to our website, maintaining records of our software tools and needs, managing CIF scheduling, managing our media records (photo, video, blog posts, tool logs, presentation files, and more), tallying monthly tool use fees, replying to inquiry emails and telephone calls, and more.

Weekly or more regular meetings with CIF management will communicate our needs. Face-to-face meetings will also be supplemented with emailed tasks as well as virtual workflow management systems (Dropbox, Basecamp, Google Apps, etc), so opportunities to work on-site as well as off-site are possible.

Duration of position:

~10-20 hours/week (minimum 5), for at least 6 months. Emphasis on tasks accomplished vs. hourly time on projects, so if you're efficient and quick, all the better (no need to sit in a chair and clock-watch). On-site as well as project-based work-at-home opportunities.

Skills required:

Comfort with Windows PC operating systems, cloud-based as well as physical storage devices (ability to save files to Dropbox as well as to external hard drives); comfort with both face-to-face or emailed task direction as well as comfort with or willingness to quickly learn how to work on tasks communicated by cloud-based project management systems (such as Basecamp). Knowledge of MS Excel, MS Word, MS PowerPoint. Comfort with or willingness to quickly learn how to use through-the-web blogging engines such as Wordpress and Wix. Comfort with Google Apps (Drive, Calendar, etc) for webcalendar scheduling, document sharing, on-line communication etc is preferred. Strong writing skills a plus.

As with all positions at the Columbus Idea Foundry, enthusiasm, fearlessness of hard work, ability to learn quickly, general safety awareness, willingness to help others, and cheerfulness trump previous experience. We'll teach you what you need to know if you have those traits.

Culture fit:

As an open-access workshop, the CIF requires respect for our community and our workspace. With ~175+ members and a dozen workstations with hundreds of different tools, the ability to work well with others and the ability to maintain an organized workspace and workflow is a must. Ability to learn rapidly (and autonomously, especially from online resources) and to contribute proactively to a respectful and social community is a necessity. We keep a drama-free and ego-free culture, and embrace "informal yet responsible". Although this position is unpaid, we require applicants to treat this as seriously as a paid position.

Opportunities for the applicant:

This is an excellent opportunity for someone who wants to learn the practical day-to-day challenges of coordinating a business as complicated as the Columbus Idea Foundry. You will be tightly integrated into the management office, working with the CEO and the COO on a weekly if not daily basis. Powerful toolchains from task management software to cloud based storage apps amplify one's ability to achieve goals – we will show you our processes and ask you to improve upon them.

We will also teach you how to use our laser cutter, CNC machine, 3D printer, and will offer ~50% discounts on other classes in the shop and waive membership fees. This way you may take your organizational and management skills (or learn new skills) and apply them to physical production use. Additionally, opportunities for free tool use time may be available for your own personal use, especially if you offer to blog about, Facebook post, Youtube video, or otherwise promote your efforts. You will receive a key and a code to our facility for 24/7 access just like every other member. Collaboration with our own creative community is not just possible but encouraged, which frequently results in project-based mashups of art and technology. Opportunities are available to promote your work (CIF-related or your own personal portfolio) through the local Central Ohio community as well as through our growing national presence among communities such as MAKE Magazine and other media partners. Additionally, opportunities to teach classes at the CIF are also available; we split tuition fees between our instructors and the CIF, hence this represents a route to paid contract work for proactive instructors. Previous internships at the CIF have directly resulted in paid positions at other local Central Ohio businesses, and we will be glad to promote hard working and talented interns through our network.

Application requirements:

Please submit a resume and cover letter (both in .pdf form, less than 2mb each) to internships@columbusideafoundry.com. In the cover letter, please indicate your interest in Graphic Arts, in the Maker Movement, and your interest in working for the Columbus Idea Foundry. Additionally, please provide a typical weekly calendar of availability – we request at least 5 hours per week for at least 6 months. Please send this in an Excel spreadsheet or send a link to a Google Drive spreadsheet.

About the Columbus Idea Foundry

The Columbus Idea Foundry is a community workshop, learning center, business incubator and creative space. We have tools (such as laser cutters, 3D printers, CNC machines, woodshop, metal shop, welding, blacksmithing, metal casting, jewelry making, glass art, electronics, programming, robotics, and more); we teach classes on all of our tools, and once people know how to use our tools safely, respectfully, and productively, they can apply for membership. Membership is \$35/mo (with discounts for certain groups), gets you 24/7 access to our workshop, and allows you to use our tools (which are all submetered - \$5/hr for woodworking, \$15/hr for welding, etc). At 65,000 sf, we are the largest makerspace in the world (according to TechCrunch.com); we are the most active makerspace in the world according to MAKE Magazine (based on the number of people who subscribe to our meetups). We are a self-sustaining member-funded social enterprise, and encourage and embrace entrepreneurship in ourselves and in our members. We are one block from COSI and one block from the 400 West Rich Arts center, thus forming a neighborhood of science, art, technology and business. With multiple bars/restaurants within walking distance, and a community of ~175+ members, volunteers, and instructors who all enjoy designing and building things, we're grateful to be part of an extremely creative organization, and seeking folks interested in the same.