

Job opportunity

The Corporation of the Town of Orangeville invites applications for the position of

Makerspace Specialist

Community Services department

Orangeville Public Library

(full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and just moments away from the natural beauty of the Niagara Escarpment, the Town of Orangeville (Town) offers an excellent combination of location, small-town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within Dufferin County.

Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, team and excellence (RITE) aren't just words, they're what we live by every day. They guide how we work together, do what is "RITE", make decisions and support each other. These values form the foundation of our workplace culture, helping us grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

Position description

The Orangeville Public Library has an opportunity available for the position of Makerspace Specialist. This position will work with other town divisions seeking opportunities to collaborate and coordinate the delivery of services that are progressive and responsive to customer needs, forming the foundation of an inclusive, active and healthy community. The Makerspace Specialist is expected to be a strong team player who lives our values to create memorable customer experiences so everyone can reach new heights, creating a collaborative space to engage the community with innovative opportunities for learning, creation, and discovery.

Job duties

- Overseeing the Makerspace, including:
 - recommending equipment, and staying abreast of emerging trends and develop a plan to continuously evolve and improve the space with emerging technology.

- providing setup, including but not limited to installation and configuration of Makerspace software, hardware and peripheral devices.
- operational support and maintaining equipment and software for the Makerspace which includes maintaining an equipment status dashboard.
- instructional support and demonstrating an interest in and ability to use and troubleshoot technology of all kinds while helping patrons in the makerspace
- maintaining a clean, safe and welcoming environment for makerspace users
- Assisting patrons in the makerspace with a variety of software and machinery including 3D printers, paper cutting machines, analog-to-digital transfer equipment, digital editing software, camera/videography equipment etc.; providing direct technical support, training and troubleshooting assistance to staff and the public; and co-ordinating with supervisor to allocate staff resources and meet program needs.
- Developing, planning, implementing, and evaluating programs with a focus on emerging technologies and digital literacy; executes programs responsive to community needs; and develops and runs STEAM themed programs.
- Developing and recommending guidelines, including but not limited to cost recovery schedules and inventory of supplies; creating and maintaining Standard Operating Procedures (SOPs) for each major equipment category; handling patron information in accordance with applicable privacy practices to maintain records and privacy; researching and making recommendations for technical features, enhancements or changes; seeking, recommending, and completing grant funding, award submissions and program opportunities; and maintaining and keeping current technology inventory database and documents technical issues.
- Collaborating between various Town Divisions or community organizations to provide accessible literacy and community programs; using findings to recommend a rolling 6-to-12-month makerspace service plan; providing technical support to facilitators, audiences, or partners; and working collaboratively with Public Services staff to promote library services that directly market and promote makerspace services/programs.
- Other duties as assigned.

Qualifications

- University degree in a related field, specializing in Library and information, community development, education, instructional technology, digital media, engineering/technology, community development, or an equivalent combination of education and experience.
- Three (3) years of experience facilitating, conducting, coordinating programs/meetings.
- Valid Class G driver's license.
- Demonstrated experience operating, maintaining, and troubleshooting public-facing technology (hardware/software) in a service environment.

- Experience delivering technology training.
- Demonstrated knowledge of various computer applications, current and emerging library systems, Microsoft Office programs and library eResources.
- Proven ability to serve customers effectively and positively in a busy environment; ability to run programs and/or facilitate public meetings; and ability to translate technical steps into clear, accessible instruction for diverse learners.

Successful candidates will be required to complete a background check, including but not limited to a Vulnerable Sector Check, in accordance with the duties of this position.

Salary range: \$81,286.48 to \$95,093.73, Band 9 on the Town's 2026 pay grid plus a comprehensive benefits package.

Qualified candidates are invited to apply no later than 4 p.m. on **May 5, 2026**. Applications may be submitted online at orangeville.ca/jobs or in person at Town Hall, 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including police record checks, may be required as part of the hiring process for certain employment or volunteer positions. When requested, applicants are required to provide a police record check as a condition of their offer of employment. Police record checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of police record check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process, and applicants are asked to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.

The Town recruitment software has applicant tracking capabilities, including the use of artificial intelligence (AI) to assess applications.

Questions about this posting?

Human Resources, Town of Orangeville

Email: hr@orangeville.ca

Phone: 519-941-0440 ext. 7304