



# Job Description

**Institute of Making Intern –  
Analogue Tools**

**Grade: 3  
Hours of Work: Flexible (minimum 8  
hours per month).**

**Fixed term from March 2023 – March  
2024.**

**Department: Institute of Making**

**Location: Engineering Building, UCL**

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## Reports to

Events Manager / Workshop Manager all at the Institute of Making

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## Context

The Institute of Making is a creative home for everyone who would like to collaborate, innovate, contemplate and understand making – creating a space for truly imaginative and unexpected projects. The Institute of Making is physically based within the UCL Faculty of Engineering, but works across all disciplines and subject matters, and with every imaginable type of maker, including artists, engineers, chemists, linguists, technologists, archaeologists, designers, social scientists and architects.

The Institute of Making is a unique organisation that explores the wonder of materials and the made world through a wide range of activities. Our areas of work include: teaching a range of making processes in our workshop; producing popular hands-on event programmes for UCL staff, students and the public; maintaining a celebrated Materials Library, and leading ground-breaking academic research projects. Our interns are an important part of our community, and are a valued support in our tool training programme and our events work.

These are casual roles with a 12-month term, from March to March of the following year.

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## Main purpose of the job

The Institute of Making Interns are an important part of our membership community, and help with our tool training programmes and our events. We have three types of internship available this year; Digital Tools internships, Analogue Tools internships, and Events internships.

We rely on all of our interns to:

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- To uphold the Institute of Making ethos
  - To be kind and helpful
  - To contribute to a safe and inclusive work environment
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As Analogue Tools Intern, you will also be trained in a specific area of work, which includes:

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- Training other members how to use the sewing machines, screen printing equipment or pottery wheels
  - Basic checks and tool maintenance for the sewing machines, screen printing equipment or pottery wheels and ceramics area
  - Helping to deliver our large-scale public events once or twice a year
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Interns need to work at least two to three 4-hour shifts per month and sign up to work on at least one large-scale public open day event. Interns also need to attend mandatory paid training days.

Attendance to the training dates is mandatory for all interns, however we can be flexible about shifts and will work with you to make sure that shifts do not interfere with your studies or work at UCL.

Besides providing a casual job which will be flexible and understanding about your other responsibilities at UCL, being an intern at the Institute of Making offers the opportunity to develop a range of making skills. We will also provide public engagement training, as well as inclusion and diversity training, and organise socials to celebrate our intern community. During the course of the year, it may be possible for interns to get involved with wider Institute of Making research initiatives (e.g. creating research blogs or assisting with research workshops) if that is of interest.

# Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
<b>Experience and availability</b>		
Be a student or staff member at UCL from March 2023 until March 2024	Essential	Application
Able to commit to working a minimum of two 4-hour shifts per month during term time and 1 large-scale open day event	Essential	Interview
Able to commit to all of the following training dates: Monday 27th March, Friday 21 <sup>nd</sup> April	Essential	Interview
<b>Skills and abilities</b>		
Reliable and punctual	Essential	Application/Interview
Enthusiastic about making and materials	Essential	Application/Interview
Uphold the Institute of Making ethos	Essential	Application/Interview
Enjoy working with people	Essential	Application/Interview
Good communicator	Essential	Application/Interview
Ensure the Institute of Making as an inclusive, kind and safe space for all	Essential	Application/Interview
Ability to work as part of a team, as well as independently for short periods while recognising when advice or input needs to be sought, with a willingness and ability to build good relationships with the rest of the team.	Essential	Application/Interview
Willingness to learn new making skills (e.g. for our sewing machines, screen printing equipment and pottery wheels) and commitment to our intern training requirements.	Essential	Application/Interview
Following training for specific tools – willingness to deliver tool training sessions for groups and perform basic tool checks and maintenance in the workshop.	Essential	Application/Interview
Current member with completed Level 1 Induction (here's how to book a session <a href="https://members.instituteofmaking.org.uk/registration">https://members.instituteofmaking.org.uk/registration</a> )	Desirable	Application/Interview
A basic level of experience with sewing machines / screen printing	Desirable	Application/Interview
A good level of experience with the pottery wheel	Desirable	Application/Interview