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| Job Description |  |
| Institute of Making Intern | Grade: 3 Hours of Work: Flexible (minimum 8 hours per month).Fixed term from March 2022 – March 2023. |
| Department: Institute of Making | Location: Engineering Building, UCL |

#### Reports to

**LONDON’S GLOBAL UNIVERSITY**

**UCL PROFESSIONAL SERVICES ROLES**

Events Manager / Workshop Manager / Materials Library Manager, all at the Institute of Making

#### Context

The Institute of Making is a creative home for all those 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: facilitating learning through making 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, our events, and our Materials Library work.

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

#### 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, our events, and our Materials Library work.

#### We rely on our interns to:

#### To uphold the Institute of Making ethos

#### To be kind and helpful

#### To contribute to a safe and inclusive work environment

#### You will be trained in a few different areas of work, which may include:

#### Training other members how to use certain tools or equipment (all interns will be trained to teach 3D Printer and Laser Cutter tool trainings)

#### Helping to prepare for and deliver events

#### Cataloguing and maintaining the Materials Library.

#### 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 three 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 learn a range of new making skills. We will also provide public engagement training, as well as inclusion and diversity training, and organise socials to celebrate our intern community. We will also enable opportunities within the Institute of Making research initiatives if that is of interest.

# Person Specification

| **Criteria** | **Essential or Desirable** | **Assessment method**  **(Application/Interview)** |
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| **Experience and availability** |  |  |
| Be a student or staff member at UCL from March 2022 until March 2023 | 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 28th March, Friday 22nd April | Essential | Interview |
| **Skills and abilities** |  |  |
| 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. the laser cutter and 3D printers, and a commitment to our intern training requirements | Essential | Application/Interview |
| Current member with completed Level 1 Induction (here’s how to book a session <https://members.instituteofmaking.org.uk/registration>) | Desirable | Application/Interview |