



JOB DESCRIPTION

LAB MANAGER



We are looking for a manager that will lead Xinfab's daily operations and overall strategic planning. We want a motivated and enthusiastic person who shares our values and beliefs.

ABOUT XINFAB

Xinfab is a non-profit fab lab in Shanghai, China. Founded in 2014, it is China's first fab lab and is now a grassroots community of creative people from all backgrounds and from different countries. Xinfab is a volunteer-run organization with 7 core team members.

ABOUT THE JOB

The candidate will be responsible for leading the lab and coordinating activities and workshops (Digital Fabrication, robotics, creative programming, software, hardware, graphic and product design, etc) in conjunction with the team.

ABOUT THE CANDIDATE

Our future lab manager shall be proactive, a natural leader and able to work independently. She or he shall have management background, with either formal or informal experience in project management or similar. Fab Academy diploma is highly desirable. Experience or knowledge in Digital Fabrication or different types of interactive projects with open source tools is also highly desirable. Strong knowledge of or experience in the Fab Lab Network or any organization within the maker culture is a big plus.

Technical knowledge is not required, however the candidate shall be comfortable with the technical part of the role and be willing to learn. We're looking for a person who can work in a multidisciplinary environment and who is naturally curious and has as strong interest in creative fields, including technical/science/engineering and liberal arts/design/etc.

DESIRED BACKGROUND

- » One of the following: Management, Administration, Communication, Advertising, Architecture, Product Design, Interaction Design, Engineering, Fashion, Creative Programming, Electronics, etc
- » We will focus more on portfolio and experience (professional or personal) than on diplomas
- » A minimum two year experience in a project management role or similar is required
- » Experience in fab labs/ maker spaces or similar organizations within the maker culture is highly desirable
- » Fab Academy graduate is highly desirable

KEY RESPONSIBILITIES

- » Manage daily operations of the Fab Lab, including: open and close Xinfab, carry out basic administrative tasks (ex: manage WeChat and Alipay accounts, keep track of Xinfab's finances, order material)
- » Coordinate, supervise and ensure a regular schedule of workshops
- » Maintain current relationships with teachers and seek new topics and partnerships
- » Design and facilitate activities and workshops, when appropriate, and to contract and supervise external partners/suppliers when necessary
- » Coordinate the team and assist other team members in their projects/tasks
- » Represent Xinfab FabLab at meetings and professional encounters locally, nationally and internationally
- » Seek new business opportunities/partnerships
- » Maintain current business relationships

KEY COMPETENCIES

- » Be proactive: ability to work on own initiative
- » Excellent communication and interpersonal skills
- » Excellent organizational skills
- » Ability to delegate
- » Able to work independently, but also be a team player
- » Fluent English
- » Chinese language highly desirable
- » Knowledgeable/interested in digital fabrication or anything maker-related (highly desirable)

Salary: Based on candidate's profile

HOW TO APPLY

Send your CV, cover letter and portfolio (if applicable) to info@xinfab.com

Application deadline: 31 JANUARY 2018