

Wednesday, December 2, 2015

## Super Ninja

Company: Shire City Sanctuary

Location: Pittsfield, MA

Compensation: Discussed in interview

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Shire City Sanctuary is looking for an energetic, passionate, and innovative individual to become their new Super Ninja! This full-time position is ideal for anyone who is motivated and excited about new and growing possibilities.

Responsibilities include, but are not limited to:

*Serving as the makerspace manager:*

- Scheduling meetings and use of the spaces.
- Coordinating input of members' information.
- Handling and processing sales and rent payments.
- Staffing the makerspace during open hours (Tuesday through Saturday, 10 am – 6 pm).

*Day to day maintenance of the space:*

- Watering plants.
- Cleaning the makerspace.
- Maintaining recycling and trash.

*Scheduling, coordinating, programming, and staffing events: art gallery openings, concerts, theatrical performances, etc.*

*Representing Shire City Sanctuary at public events and with the media:*

- Writing and distributing press releases.
- Communicating on radio shows and TV shows.
- Posting events on local calendars and in local establishments.
- Maintaining an accurate media list.

*Coordinate and implement media outreach:*

- Various print media
- Weekly e-newsletters
- Website Updates
- Social media postings

Qualifications:

- Strong written and verbal communications skills.
- Ability to adapt and respond to changes quickly.
- Ability to multitask and prioritize.
- Comfortable working independently and as part of a team.
- Organized, reliable, and professional.
- Ability to lift and move items up to thirty pounds.
- Fluency in Microsoft Word and Excel.
- Experience with the Adobe Creative Suite, Mailchimp, and Wordpress preferred.

To Apply: Please send a cover letter and resume to [shirecitysanctuary@gmail.com](mailto:shirecitysanctuary@gmail.com) by December 31, 2015.

Shire City Sanctuary is located in the heart of Pittsfield, the biggest city in Berkshire County, MA. It is the first Makerspace in the Berkshires offering screen-printing and commercial sewing equipment, studio, event, meeting, teaching, and presentation space. Workspace, collaboration, tutorials and classes are available to members. Shire City Sanctuary also houses a production kitchen available for food-based businesses. Shire City Sanctuary is a key player in the Berkshires' Creative Economy, an area long renowned for both its natural beauty and sustainable creativity.

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