



Critical Making Studio Producer Library

Summer 2025

Duties/Responsibilities:

Critical Making Studio Producers (CMSPs) are primarily responsible for managing the Critical Making Studio's (CMS's) space, equipment, and services. In addition to general upkeep, CMSPs provide support for events and workshops hosted in the CMS.

Duties:

Maintain work spaces

- Keep all workspaces, including Audio Booth, clean and organized
- Monitor criticalmaking@oxy.edu Google Workspace: email, forms, and calendar.
- Supervise access to the Audio Booth
- Process 3-D print requests
- Assist patrons with the use of CMS tools, technologies, and/or materials.
- Ensure that you, your fellow assistants, and other students using the workspaces and equipment follow CMS policies and safety guidelines and maintain a culture of respect for others.

Qualifications:

- Experience or avid interest in learning one or more of the following: 3-D Printing, Audio Recording software and equipment
- Desire to teach and learn collaboratively with other students. Approachable, sociable, and patient, especially with different kinds of learners.
- Curiosity to learn skills and subjects outside of one's comfort zone
- Self-motivated and self-directed learner
- Punctuality, dependability, and ability to follow through with tasks
- Strong communication skills
- Ability to maintain and exist in a space that honors differences in gender, race, ethnicity, sexuality, class, religion, language access, mental, and physical ability
- Students of any class year are welcome to apply

Start date: May 11, 2025

End date: August 16, 2025

Work Schedule: Monday through Friday, 9AM – 1PM; 1PM – 5PM.

Hours Per Week: 15-30

Starting pay rate: \$17.28/hr. (\$17.87/hr. effective July 1, 2025)

To apply, please submit student employment [application](#) to bmendez@oxy.edu