

Stage One Education seeks a **Workshop Manager**

About Us

State One Education LLC teaches hands-on engineering education workshops to middle and high-school students. Our workshops run 3-4 hours and are intense, fun experiences where we introduce students to electronics, software engineering, and computer-aided design (CAD).

Learn more: stageoneeducation.com

Contact: abarry@stageoneeducation.com

Job Description

The workshop manager makes sure that our workshops run smoothly and is the primary instructor at many of our workshops. In addition to **teaching**, the workshop manager is responsible for getting **parts and our instructors to the right places** at the right times. As the workshop manager, you'll be the first point of contact for issues and problems that arise for our instructors and our customers.

Responsibilities

- Teaching engaging workshops!
- Organizing personnel:
 - Assisting with recruiting and hiring instructors
 - Managing travel for yourself and other instructors
- Logistics and email with customers
- Managing parts inventory:
 - Ordering new parts
 - Shipping parts to workshop sites
- Coordinating day-before and day-of issues as they arise

Time commitment

- On-call (and teaching) during the workshop days. We expect this to be about 15-20 days total.
- Otherwise, the job is part-time with a relatively variable time commitment over the year. Many days require no work. Some will just be sending some emails. We've found that occasionally you'll need to stay up late figuring out a creative way to manage sourcing some random lost parts or something like that.

Location

- Boston-area. We do not have a permanent office, so organizational work is work from home.
- Days in which we're teaching workshops are onsite at the workshop location.

Compensation

- \$15,000 for a year.
- Teaching time / payment is separate, that is on top of the \$15,000 for managing the workshops.
- Paid-travel when our workshops require it (often to San Francisco).
 - We're flexible with extending your trips to enjoy the cities we teach in
- This is a contractor position and includes no other benefits.

Who is a good fit?

- You like working with middle- and high-school students
- You're organized and detail oriented
 - (If the parts don't arrive, we have 50 students standing around for 4 hours. You can imagine what a mess that would be!)
- STEM background preferred

