



# Job Posting

**Position:** Supervisor of Programming and Makerspace

**Department:** Programming and Makerspace

**Employee Group:** NUME

**Status:** FT

**Posting Number:** 26 - 04

## Position Summary

The Supervisor of Programming and Makerspace oversees the Guelph Public Library's system-wide programming and makerspace services. This role manages the Programming and Makerspace teams, manages program scheduling across all locations and age groups, and guides the development and delivery of makerspace experiences to ensure they are aligned with the Library's strategic priorities. As an ambassador of the Library's mission, the Supervisor fosters a welcoming, inclusive environment and strengthens opportunities for curiosity, creativity, and community connection.

## About the Guelph Public Library

Guelph Public Library (GPL) is one of the oldest public libraries in Ontario. With over 1,500 daily visits and two million resources checked out annually, we're proud to be a hub of community activity where patrons can explore, connect, and thrive.

Our new strategic plan, *From Barriers to Bridges*, outlines our path forward over the next four years. Our goal is that our community, staff, and partners expect empowerment each and every time they interact with us. We're looking for employees who aspire to empower others with their commitment to fostering trust, deepening belonging, nurturing curiosity, and cultivating resilience.

## Hours

Monday to Friday but may require evenings and weekends.

## **Duties**

- Leads the planning, development, evaluation and supervision of the Programming and Makerspace teams.
- Advises Senior Management regarding changes in service levels, policies and procedures, materials, equipment, and facilities.
- In conjunction with Senior Management, respond to customer complaints.
- In collaboration with the Communications Supervisor, manages marketing and promotion for programs and ensures the public is aware of the emerging technologies available to them in the Makerspace.
- Assist in the development of system-wide library policies and procedures.
- Leads scheduling and coordination of public programs across age groups and locations, ensuring balanced and inclusive offerings.
- Approves bookings of external performers and contracts.
- Collaborates with Programmers to develop innovative and engaging programming for all age groups, including system-wide initiatives and STEAM programs, both in-library and through outreach.
- Oversees daily operations and development of the library's makerspace services, including, acquiring new equipment, equipment maintenance, establishing and maintaining safety procedures and protocols, staff training, and program design.
- Mentors and supports Programming and Makerspace Staff in service delivery, innovation, and professional development.
- Liaises with internal teams and external organizations to support partnerships, co-developed programs, and shared resources.
- Tracks program and makerspace performance through attendance statistics and impact metrics to support continuous improvement and ensure programs and services reflect the diversity and interests of the community.
- Supports the alignment of programs and makerspace services with GPL's strategic plan, values, and community needs.
- Ensures safe, respectful, and inclusive environments for staff, volunteers, presenters, and patrons.
- In coordination with Human Resources, responsible for: hiring, scheduling, coaching, evaluation and, if necessary, termination of employees.
- Participates in the Manager on Call rotation.
- Other duties as required.

## **Qualifications**

### **Section A – Your application must describe your qualifications as the relate to:**

- Master's degree in Library and Information Science (MLIS) from an ALA-accredited program.
- Three to five years of progressive management experience, preferably in a library setting.
- Minimum of four (4) years in a public library setting.

- Experience managing employees and navigating labour-relations processes in a unionized environment.
- Strong organizational and time-management skills, with proven experience in scheduling, planning, and coordinating events or programs.
- Demonstrated experience working with digital tools, makerspace equipment, or creative technologies (e.g., 3D printers, Cricut, robotics, etc.).
- Excellent communication, interpersonal, and customer service skills.
- Experience supporting and mentoring staff, students, or volunteers.
- Demonstrated commitment to equity, diversity, inclusion, and accessibility in public programming and service development.
- Demonstrated commitment to continuous learning and professional development in a library setting.
- Ability to develop partnerships and work collaboratively with community organizations, schools, and external performers.
- Comfortable working independently and as part of a team in a fast-paced, public-facing environment.
- Experience working with all age groups, including children, teens, adults, and older adults.
- Knowledge of program evaluation techniques and data tracking considered an asset.
- Valid Class G Driver's License and access to reliable transportation is considered an asset.

## **Section B – Physical Demands and Working Conditions:**

This management-level position operates within a dynamic public library environment and involves a combination of administrative responsibilities, leadership oversight, and visible engagement across library spaces and services. The role includes significant computer-based work, regular movement throughout library facilities to support staff, programs, and operations, and occasional handling of materials or equipment related to service delivery. Travel between library branches and to community locations may be required to support system-wide initiatives, partnerships, and outreach activities. Evening and weekend work may be required to meet operational and organizational needs. The position demands flexibility and the ability to manage shifting priorities in a fast-paced, public-facing environment.

### **Notes**

- Applicants are required to demonstrate in their application how their qualifications match those specified above. Assessments based on all of the objectives and qualifications listed above will be a part of the interview, and a presentation may be administered.

- Employment is conditional upon satisfactory criminal record and vulnerable sector check.
- An employee reference check is also required.

## **Contact Information**

Human Resources Contact

Email: [celstonryder@guelphpl.ca](mailto:celstonryder@guelphpl.ca)

Phone: 548-855-0384

## **How to Apply**

All interested candidates should forward their application including a resume, cover letter, and 2-3 references quoting this posting number to Human Resources.

Carolyn Elston-Ryder  
Human Resources  
Guelph Public Library  
100 Norfolk St.  
Guelph, ON N1H 4J6  
[celstonryder@guelphpl.ca](mailto:celstonryder@guelphpl.ca)

Please quote "Supervisor Programming and Makerspace 26 04" in the subject line.

The Guelph Public Library is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation to participate in the hiring process, please contact us to make your needs known in advance.

**NUME [#]: [5]**      **Posting No.:** Posting 26-04

**Rate:** \$85,000.00 to \$105,000.00 per year

**Starting:** February 9, 2026

**Closing:** February 18, 2026

**Reporting to:** Manager of Public Service