



Facility Caretaker

Company Overview:

LaunchSpace, Inc. is a 501(c)(3) non-profit corporation whose purpose is to provide a community makerspace, training center, and business incubation center to support innovative economic development in post-industrial, semi-rural communities of the North Quabbin region of Massachusetts.

Purpose:

The Facility Caretaker plays a key role in executing targeted facility projects that enhance safety, function, and member experience at LaunchSpace. While the primary focus is on project-based tasks—such as light repairs, equipment improvements, and workspace upgrades—there is also opportunity to support general space organization as time allows.

Primary Responsibilities: Special Projects (Core Focus)

- Complete small-scale facility improvement projects as assigned (e.g., building tool storage, fixing workbenches, improving ventilation, labeling systems).
- Perform light maintenance tasks to ensure tools and mechanical systems remain safe and functional.
- Work with the senior staff to identify priorities and plan out small upgrades or seasonal improvements.
- Support preparations for events and programs by assisting with workspace readiness, equipment relocation, or minor repairs.

Secondary Responsibilities: Organization & Support (As Time Allows)

- Reset studios or shared spaces after peak use or programs.
- Help maintain order in tool storage, supply closets, and shared resource areas.
- Identify and report facility needs or safety concerns to senior staff.

Ideal Candidate Will Have:



- A hands-on, problem-solving mindset with basic handyman or maker skills
- Experience using tools, building or repairing, and working independently
- A passion for functional, creative environments and helping others thrive in them
- Strong communication and follow-through with a flexible, can-do attitude

Benefits:

- Be part of a dynamic, creative nonprofit community
- Flexible hours with a focus on real, visible impact
- Opportunity to shape and improve the makerspace environment for members and learners

If you are passionate about driving creativity, innovation, and collaboration in your community, we encourage you to apply for the role of Makerspace Caretaker. Join us in creating an inspiring space where makers of all backgrounds can turn their ideas into reality.

Reports to: Program & Membership Director

Exempt Status: Exempt

Position Status: Part-time (5 hours/week), flexible schedule, on-site

Salary Range: \$22.00-\$24.00 per hour, based on skills and level of experience

Apply to: Send a cover letter and resume to Sid Nordstrom at sid@launchspace-orange.com.