

# Prototyping Lab Manager

## INNOVATE CALGARY

Calgary, Alberta

Innovate Calgary is the technology transfer and business incubator center for the University of Calgary. As part of the Office of the Vice-President (Research) portfolio, we work with University of Calgary researchers, students, and other members to bridge the gap between discovery and create economic and societal impact. We provide a unique environment for employees, combining a flexible working environment with significant exposure to the breadth of the University of Calgary's growing innovation and entrepreneurial ecosystem.

We are currently accepting applications for the following position:

### **Prototyping Lab Manager**

#### **Position Overview**

We are seeking a skilled and detail-oriented Lab Manager to join our team. Reporting to the Associate Director, Aerospace Innovation Hub, the Lab Manager will be responsible for the maintenance, calibration, and repair of rapid prototyping tools, as well as the training of hub members on equipment usage and overall lab operations.

#### **Responsibilities**

1. Equipment Management:
  - Oversee the maintenance, calibration, and repair of rapid prototyping tools and equipment within the lab
  - Ensure all tools are in optimal working condition to support the innovation and development activities of hub members
  - Troubleshoot and address issues related to prototype quality in collaboration with hub members
2. Training and Onboarding:
  - Develop and conduct training programs for hub members on the proper usage of rapid prototyping tools and equipment
  - Provide ongoing support and guidance to users, ensuring a safe and efficient working environment

3. Lab Operations:
  - Manage day-to-day operations of the prototyping labs, including scheduling, resource allocation, and safety protocols
  - Collaborate with the Associate Director, Aerospace Innovation Hub, and other stakeholders to optimize lab workflows and efficiency
  - Develop budgets for the management and calibration of equipment, including the allocation of consumables used
4. Inventory Management:
  - Track and manage inventory of materials, tools, and consumables used in the prototyping labs
  - Coordinate with suppliers for the timely procurement of necessary supplies
  - Place orders, invoice companies, receive orders, document receivables
5. Safety Compliance and Training:
  - Enforce and uphold safety protocols within the lab, ensuring a secure and compliant working environment
  - Provide training on safety procedures and guidelines to lab users
6. Documentation:
  - Maintain accurate records of equipment maintenance, calibration, and repair activities
  - Document training sessions, standard operating procedures, and safety guidelines
7. Continuous Improvement:
  - Identify opportunities for process improvement and efficiency in lab operations
  - Stay informed about advancements in rapid prototyping technologies and recommend updates to equipment or processes

#### Qualifications

- Bachelor's degree in engineering, materials science, aerospace, or a related field
- Proven experience in managing and maintaining rapid prototyping labs or similar facilities
- Strong technical skills in operating and troubleshooting rapid prototyping tools (e.g., 3D printers, CNC machines, laser cutters, etc.)
- Excellent communication and interpersonal skills
- Detail-oriented with a commitment to quality and safety

#### Additional Attributes

- Ability to collaborate with researchers and startups to understand their prototyping needs and provide technical guidance
- Strong interpersonal skills and ability to foster a collaborative and innovative culture within the lab
- Ability to establish and maintain partnerships with external organizations and experts in the field of rapid prototyping
- Ability to establish relationships with equipment and reagent suppliers and negotiate standing discounts for member companies



### **How to Apply**

Interested applicants are asked to forward their resume and cover letter to [hr@innovatecalgary.com](mailto:hr@innovatecalgary.com).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Application Closing Date:** Open until filled.

*Innovate Calgary is an equal opportunity organization committed to building and fostering a fair and inclusive community that values diversity and encourages respect for all. We welcome applicants across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally protected factors. We recognize the value of identifying and removing barriers for any applicants interested in participating in our programs.*