



## Job Details for Coordinator – Protoshop & Tinkering Lab

**Job Location:**

Pune

**About the Company**

The Venture Center is a technology business incubator specializing in technology enterprises offering products and services exploiting scientific expertise in the areas of materials, chemicals and biological sciences & engineering. Venture Center strives to nucleate and nurture technology and knowledge based enterprises by leveraging the scientific and engineering competencies of the institutions in the Pune region in India. The Venture Center is the trademark of Entrepreneurship Development Center, a not-for-profit company, based in Pune. For more information, go to <http://www.venturecenter.co.in>

**Job Description**

- Set-up and operate a mechanical/ electronics/ optics workshop and lab facility open to all innovators, designer, entrepreneurs and anybody who wants to tinker. To be the go-to person for all such help esp relating to prototyping, fabrication, assembly, packaging etc.
- Maintain a vibrant prototyping environment with adequate and relevant supplies, components etc. To develop a network and database of vendors and partners to assist with advanced prototyping needs or trial manufacturing.
- Develop and operate various workshops and events for “tinkerers” at all age groups from school children to working professionals.
- To assist entrepreneurs with design, materials selection, vendor selection, planning manufacturing, packaging, sterilization etc
- To plan and run hack-a-thons as needed and mentor grantees of prototyping programs.

**Candidate Profile**

- Should have an orientation suitable for hands-on prototyping and interest in engaging with inventors/ entrepreneurs etc in a service mode.
- Very strong interest and skills in hands-on work in model development, prototyping with variety of materials, ability to combine various technologies and materials. Interest, orientation, willingness to learn, ability to learn fast will be more important than detailed prior experience.
- Ideal candidate will have a formal training in engineering (degree or diploma) or design; prior exposure to handling processing, fabrication, packaging, and sterilization equipment will be a plus. Any exposure to CAD/CAM software will be a plus.



- Should have strong basic training in sciences/ engineering; ability to quickly grasp inventions/ technology, visualize them and assess them
- Will be expected to be a self-starter who can work with minimum supervision and efficiently deliver project goals.
- Must possess strong communication skills especially in context of the proposed training programs and mentoring activities. Interest in sharing joy of hands-on prototyping with school children and college students.
- Shop-floor management experience including for safety, user training, attention to details etc will be useful.
- Skills required: Be hands-on with tools, methods, building prototypes etc; Needs to be a people person who can engage with others; Teaching/ mentoring talent;

**Employment Status**

Full Time

**General requirements and expectations from Venture Center employees:**

- Venture Center is a non-profit organization with aims to benefit society by promoting entrepreneurs and start-ups. Thus, Venture Center seeks employees and consultants who have a strong interest and passion in seeing technology innovators, entrepreneurs and start-ups succeed, and have a strong "service" ethos.
- A strong feature of Venture Center jobs is the rich learning environment and opportunity provided to employees to experiment, take initiative and be creative. The work of most employees has visible impact which can be satisfying. All employees benefit from access to high quality facilities and work environments. Compensation packages can be flexible but are often conservative due to Venture Center's non-profit status. Employees enjoy access to benefits of NCL Staff Recreation Club.
- General requirements include: a) strong ethical standards and work ethics, b) comfort with computers, computer applications and internet, c) strong communication skills – spoken and written.
- Venture Center's working hours are 9 AM – 6.00 PM (Monday to Saturday) and are designed to keep operations of Venture Center convenient for the start-ups, entrepreneurs, inventors and others that the organization serves. Managers in certain functions are provided the opportunity to avail of flexible hours. All jobs are located at Pune, Maharashtra, India.