



JOB POSTING

Position: SOVA Fab Lab Manager

The SOVA Fab Lab Manager is responsible for the safe, efficient, and successful operation of the SOVA Fab Lab, located at 801 Wilborn Avenue, South Boston, Virginia, on the SOVA Innovation Hub campus. This position is employed by Mid-Atlantic Broadband Communities Corporation (MBC) and operates as part of the SOVA Innovation Hub team. This role is a grant-funded role with initial funding for two years (24 months), with continuation dependent on funding availability.

The SOVA Fab Lab Manager establishes and enforces safety protocols, oversees equipment and facilities, manages staff and volunteers, and supports users through training, mentorship, and technical assistance. The SOVA Fab Lab Manager ensures that the SOVA Fab Lab operates as a community-focused, innovative space that supports learning, creativity, and fabrication, in alignment with the missions of MBC, the SOVA Innovation Hub, and RISE Collaborative. The SOVA Fab Lab Manager will operate within the standards of the global Fab Lab network, which is an open, creative community of fabricators, artists, scientists, engineers, educators, students, amateurs, professionals, of all ages. In addition to managing Fab Lab operations and delivering workshops, this role is focused on resource development, including strategic planning, volunteer recruitment and management, and corporate partnership development. The SOVA Fab Lab Manager will communicate, coordinate, and collaborate with the SOVA Innovation Hub Community Manager and the MBC economic development and community engagement team.

The SOVA Innovation Hub is a non-profit organization established in 2019 by MBC and Microsoft. The SOVA Fab Lab, anticipated to open in Fall 2026, is part of the SOVA Innovation Hub campus expansion. Interested applicants should learn more about the organizations and this role by visiting mbc-va.com/community, sovainnovationhub.com, sovafablab.com, and fablabs.io.

WORK LOCATION

Mid-Atlantic Broadband Communities Corporation, 715 Wilborn Avenue, South Boston, VA 24592

DUTIES AND RESPONSIBILITIES

- Ensure all aspects of the SOVA Fab Lab are fully and correctly operational. Develop, follow, improve, and ensure implementation of operational processes in collaboration with appropriate team members. Assist with the selection, purchase, installation, operation, maintenance, and repair of the SOVA Fab Lab's major tools.
- Maintain necessary storage and supplies, including stock and consumables.
- Manage policies for facility access, safety, training and approval.
- Provide user safety training, supervise work done in the SOVA Fab Lab, and uphold safety regulations.
- Recruit, train, and manage volunteers, mentors, and student workers.
- Assist SOVA Fab Lab users with their projects, providing technical assistance, feedback, and mentorship.
- Continuously improve skills and knowledge through the development of internal projects and new training opportunities.
- Evaluate and introduce new processes and workflows into the SOVA Fab Lab.
- Develop programs, including daytime, evening, and weekend classes and events, that respond to the needs of the local community.
- Contribute to the sustainability of the Fab Lab through management of annual giving campaign and recruitment of corporate sponsors.
- Collaborate with the team to strategize, organize, and execute Fab Lab community engagement activities, including in-person events with the goal of increasing overall Fab Lab utilization and growth.
- Collaborate with the marketing team to prepare Fab Lab marketing collateral, social media content, newsletters, emails, etc.
- Work with programs teams to develop, manage, and promote various Fab Lab programs.
- Represent the Fab Lab to external community and regional partners, and participate in coordinating ongoing communication with key stakeholders, including the SOVA Fab Lab community advisory committee.
- Engage with and help build positive relationships within the SOVA Fab Lab community.
- Responsible for light cleaning of the Fab Lab space as needed (e.g., impromptu cleanups and taking trash between housekeeping visits as needed).
- Other duties as assigned.

REQUIREMENTS

- Associate's degree in engineering or another STEM-related field preferred, or an equivalent combination of education and/or significant hands-on technical experience.
- At least three (3) years of recent professional experience providing support services in similar field (education, STEM, etc.).
- Relevant technical experience with:
 - Image editing, CAD/CAM applications, design software;
 - Digital fabrication equipment such as 3D printers, vinyl print/cutter, laser etcher/cutter, CNC Mill, CNC plasma cutter;
 - Manufacturing/industrial and rapid prototyping processes.
- Knowledge of methodologies for working with metal, wood, polymer, casting, molding, laser cutting, and robotics.
- Experience maintaining and servicing digital fabrication equipment.
- Strategic planning and project management experience.
- Experience developing and implementing training programs suitable for new and advanced users in a digital fabrication workshop.
- Supervisory and/or teaching experience applicable to learners in a Fab Lab.
- Highly developed customer centric attitude and competencies.
- Experience creating and maintaining budgets.

- Excellent oral and written communication and interpersonal skills.
- Ability to explain technical concepts to non-technical users.
- Strong mentoring and coaching skills.
- Comfortable working with diverse age groups and experience levels.
- Ability to work evenings and weekends as required.
- Commitment to creating an inclusive, accessible environment that is adaptable to the needs of all potential users of the SOVA Fab Lab.
- Demonstrated experience or willingness to learn how to cultivate philanthropic relationships, support giving initiatives, and secure corporate sponsorships to advance organizational sustainability and strategic growth.

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods.
- Frequent bending, kneeling, reaching, lifting, pushing and pulling up to forty (40) lbs.
- Ability to safely operate machinery and tools.
- Ensuring the Fab Lab space is maintained, kept clean and orderly. This may include setting up for events, moving equipment and tools, and light cleaning when necessary.
- Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.
- Communicate regularly between supervisors, team members, volunteers, and others to perform essential functions.
- Read a variety of manuals; write documents following prescribed formats, and/or present information to others.
- Manual dexterity and vision sufficient for fabrication and equipment operation.
- Licensed and insured driver.

COMPENSATION AND BENEFITS

This is a full-time, grant-funded position (initial term of 24 months, with potential continuation based on funding). MBC offers competitive compensation and comprehensive benefits to include medical, dental, vision, short- and long-term disability coverages, life insurance, 401(k) retirement, tuition reimbursement, paid time off and holidays. MBC is an equal employment opportunity (EEO) employer and will consider all applications without regard to race, color, religion, citizenship, political activity or affiliation, marital status, age, national origin, race, traits historically associated with race, physical or mental disability, medical condition, genetic information, veteran status, military status, sexual orientation, sex or gender (which includes harassment and discrimination based on gender identity, gender expression, pregnancy, childbirth, or related medical conditions), taking or requesting statutorily protected leave, or any other characteristics protected under federal, state, or local laws.

HOW TO APPLY: Submit cover letter and resume to Human Resources at hr@mbc-va.com or 715 Wilborn Avenue, South Boston, VA 24592.