



JOB DESCRIPTION: CNC INSTRUCTOR || 11.2017

Hourly Position: 3-10 hours per week, variable

Primary Courses: Matsuura 5-axis Mill, Haas 4-axis Lathe, Datron 3-axis Mill

Secondary Courses: Haas 3-axis Mill, DMS 5-axis Router

Our creative workshop is looking for an enthusiastic, knowledgeable Workshop Instructor to join our Shop Team. This is a flexible position as both primary and backup Instructor for courses currently offered at Pier 9. Course load may vary depending on the workshop schedule. Other duties include advising on and executing projects for internal Autodesk teams. The best candidate will be an expert in Computer Aided Manufacturing software—integrated CAD/CAM in HSM a plus—for 2.5D, 3D, 4-axis, and 5-axis applications. This candidate will have experience programming and running industrial CNC equipment, with an in-depth understanding of both prototyping and small-scale manufacturing methods and demonstrated teaching experience.

We run 50 machine-training courses a month for Residents and Autodesk employees to further a wide range of research and development projects. We support the residents, designers, and engineers of Autodesk with custom workshops, project advice and engineering, material handling and machine operation. Our Shop Staff Team consists of 6 Shop Leads, 10 Workshop Instructors, and volunteer “Shoparones” who oversee night and weekend workshop hours. The Workshop Instructors are a key component of this team. They introduce users to our space, set our working standards and safety expectations, and help us build a positive and inspiring work environment.

Our full machine catalog can be found online: [Autodesk.com/Pier-9](https://www.autodesk.com/Pier-9)

Information on our Residency Program: [Autodesk.com/Residency](https://www.autodesk.com/Residency)

Our online based CNC curriculum: [Instructables.com](https://www.instructables.com)

TO APPLY

Send resume and images or portfolio of built work, along with a brief statement about why you’re interested in this position, to the Shop Operations Manager Trent Still and CNC Lead Julie Kumar: Trent.still@Autodesk.com and Julie.kumar@autodesk.com

OVERVIEW

-Teaching Courses	80%
-Project Assistance and Instruction	10%
-Curriculum Development	10%

RESPONSIBILITIES

TEACHING COURSES

- Establishing weekly teaching schedule with the Workshop Coordinator
- Preparing for courses:
 - checking-in with CNC Staff on machine status issues
 - prepping/cleaning teaching area and course materials

PROJECT SPECIALIST

- Checking CAM programs and advising users on machining strategy/tool selection/workholding/project planning
- Assisting and driving completion of complex CNC projects to advance Autodesk research initiatives
- Assisting users on CNC machines with best practices, advanced or specialty techniques
- Knowledge of safety and basic use of all shop tools to ensure safe operation

RESEARCH // PROJECT ASSISTANCE

- Developing robust resources to support the courses that you teach, including:
 - designing and programming an interesting example project
 - refining methodologies to make the best courses possible
 - creating skill based Instructables related to the courses you teach
 - suggesting edits to the course manuals
- Communicating changes to tool inventory, post processors, or tool libraries
- Periodically attending Workshop Staff Meetings (Tuesday mornings)
- Attending the quarterly all hands shop meeting
- Attending all safety trainings including First Aid, CPR, and Hazardous Spill Response
- Periodically attending additional shop courses to augment knowledge base

REQUIRED SKILLS

- Clear and direct communication skills, providing users with a solid understanding of our workshop expectations, as well as safe machine operation
- Substantial experience with CAM programming—bonus for experience with HSM CAM
- Substantial experience operating CNC mills and lathes—bonus for experience with specific machines at Pier 9
- Personality, enthusiasm, and a creative drive