



**FOUNDRY**



# Operations Updates

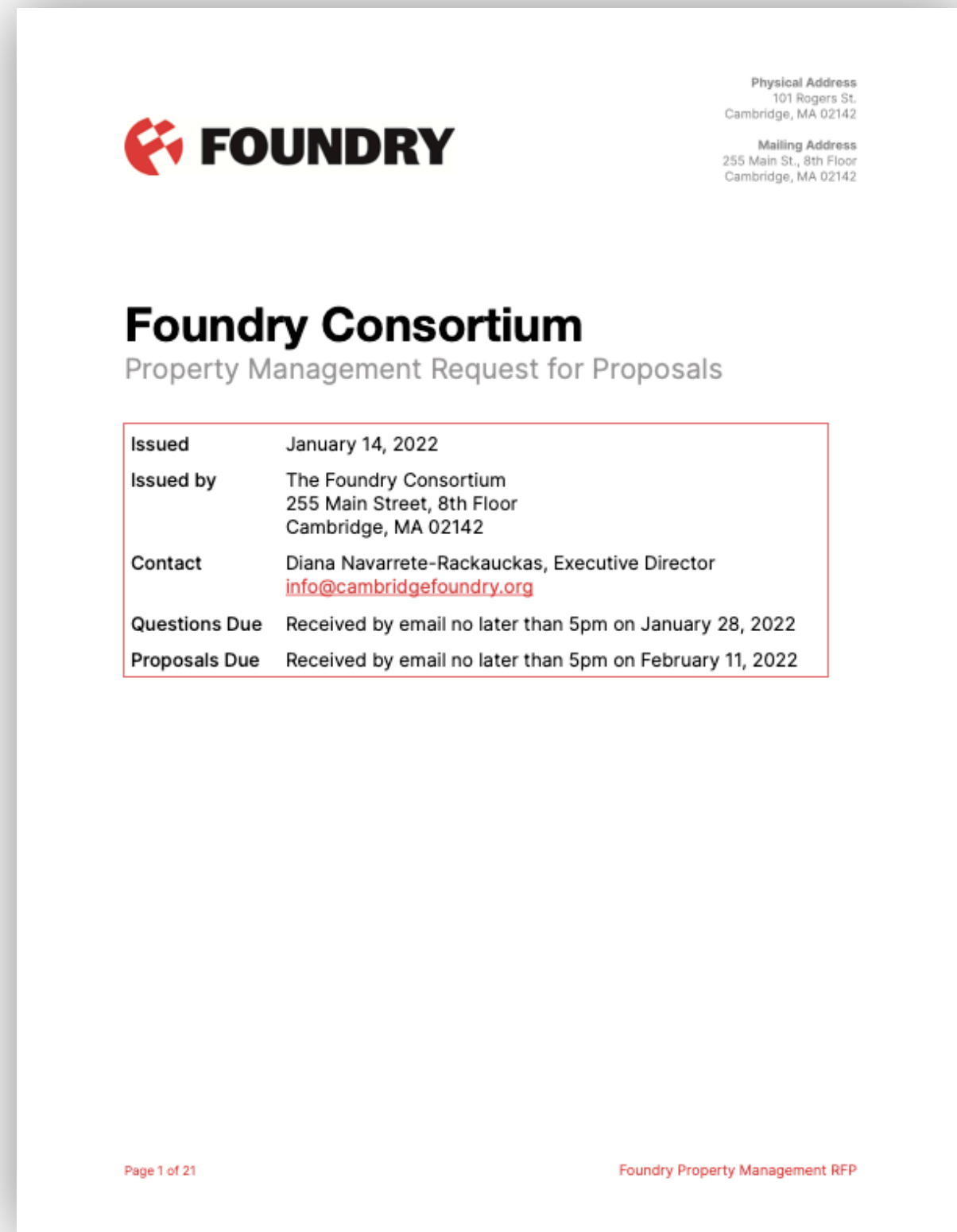
CRA Board Meeting

Diana Navarrete-Rackauckas • February 16, 2022



# **Property Management**

# Property Management Plan



Key Activities	Deadline
RFP Issued	January 10, 2022
Bidder's Site Inspection	January 25, 2022 @ 3:30pm
Questions from Registered Proponents Due	January 28, 2022
FC Responses to Questions from Registered Proponents Issued	February 4, 2022
Proposals Due	February 11, 2022
Contract Award	March 11, 2022

# Maker Space Plan



# Maker Spaces

## Workshop 1

Wood Working Workshop (1146 ft<sup>2</sup>)

## Workshop 2

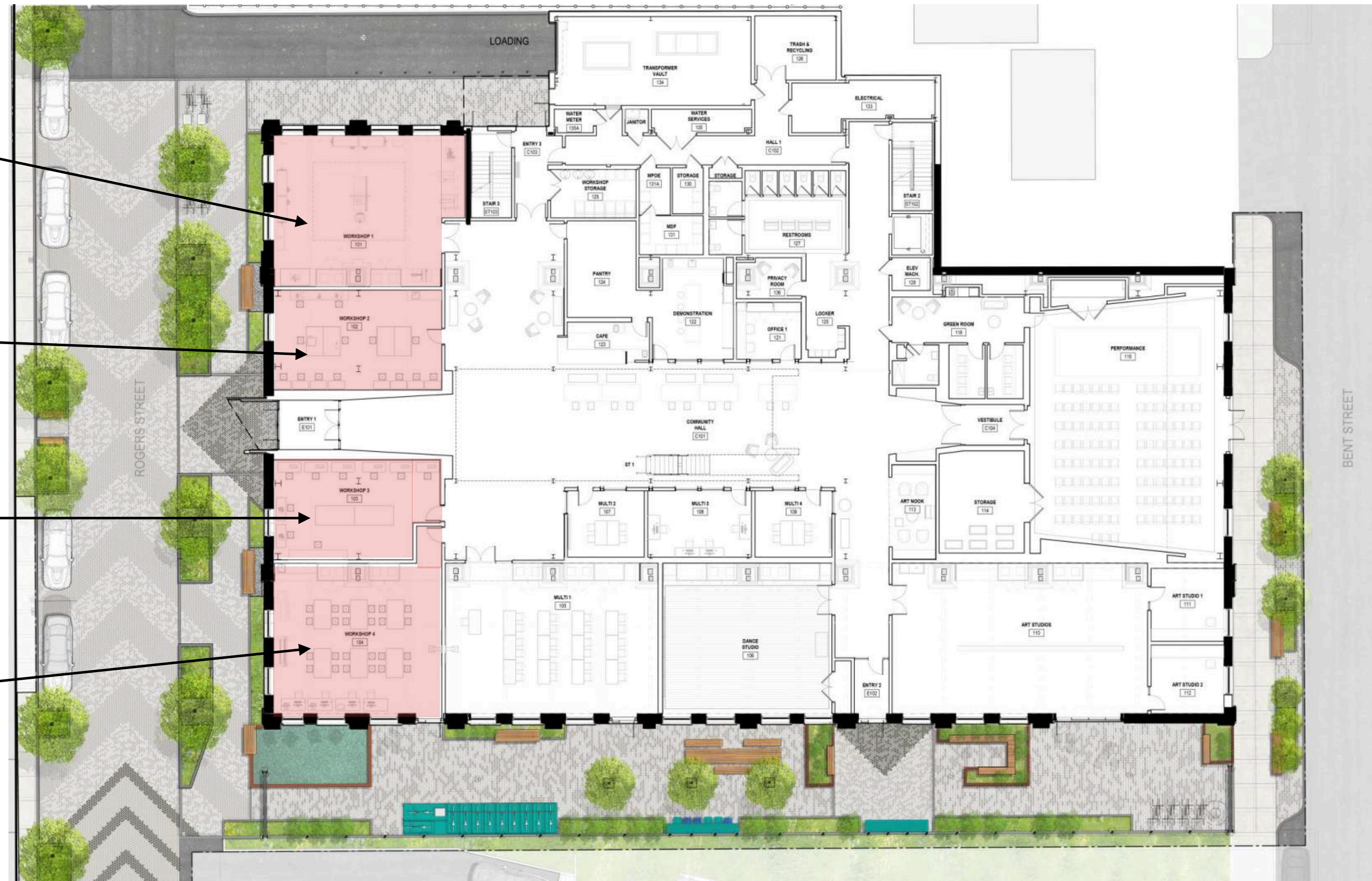
Jewelry Workshop (708 ft<sup>2</sup>)

## Workshop 3

Fiber Arts Workshop (658 ft<sup>2</sup>)

## Workshop 4

STEAM Workshop (1119 ft<sup>2</sup>)





# Maker Space Plan

## Monthly Membership Model

### Single Workshop

\$50/month

- Discounted tickets to Foundry events and workshops
- Open access to one preselected workshop per membership during Foundry operating hours
- On site staff for training and trouble shooting
- Access to free materials
- Ability to bulk order materials through the Foundry

### Multi Workshop

\$125/month

- Discounted tickets to Foundry events and workshops
- Open access to all four workshops per membership during Foundry operating hours
- On site staff for training and trouble shooting
- Access to free materials
- Ability to bulk order materials through the Foundry

### Organizational Membership

\$500/month

- Discounted tickets to Foundry events and workshops
- Open access to all four workshops per membership for up to 10 members during Foundry operating hours
- On site staff for training and trouble shooting
- Access to free materials
- Ability to bulk order materials through the Foundry

# Maker Space Plan

## Materials

### Wood Working Workshop

- Basic desktop materials and prototyping supplies, such as measuring instruments, marking instruments, etc.
- Access to all wood off-cuts and scrap pile
- Bulk orders available through local vendors

### Jewelry Workshop

- Basic desktop materials and prototyping supplies like measuring tools, cutters and pliers, pins and rings
- Bulk orders available through local vendors

### Fiber Arts Workshop

- Basic desktop materials and prototyping supplies, such as standard gauge sewing needles and thread, pins, chalk, measuring instruments, etc.
- Access to fabric donations pile, scraps, and off-cuts
- Bulk orders available through local vendors

### STEAM Workshop

- Basic desktop materials and prototyping supplies such as vinyl, acrylic off-cuts, and filament
- Must show staff material to be used in the laser cutter before use
- Bulk orders available through local/partner vendors



# Maker Space Plan

## Space Reservation

	One Time	Weekly	Weeklong
Nonprofit	\$300	\$900	\$750
Commercial	\$600	\$2400	\$2000

### One Time

For a one time use of a workshop. These reservations are for programs that are using the space for a special occasion or meet rarely: drop in programming, team building, career exploration.

### Weekly

For a consistent program offering. These reservations are for programs that meet once or more a week over a sustained period of time: out of school programs, hobby groups.

### Weeklong

For an intensive program. These reservations are for programs that are running concentrated programming: trainings, onboarding, conferences.

# Communications

# Communications Update

Fellow and Handles



Olivia Fone  
Digital Communications Fellow



@cambridgefoundry



facebook.com/CambridgeFoundry



@FoundryCamb



linkedin.com/company/  
foundry-consortium



**Hiring**



# Hiring

Timeline and Positions



Director of  
Operations & Finance



Maker Space Manager



Community Manager



Programs Coordinator

