

**POSITION OPEN UNTIL FILLED: Film Instructor**

Spy Hop seeks a full-time **Film Instructor** who is dedicated to youth development, the media arts, and progressive education, and is well versed in fiction and non-fiction filmmaking techniques. Spy Hop's Film Instructor reports directly to the Program Director and teaches Spy Hop's film-based programs, including PitchNic (narrative), Film Apprenticeship Program, Media Labs and various community-based programs.

**DUTIES & RESPONSIBILITIES**

- Design and implement dynamic curriculum for the Film Apprenticeship, PitchNic Narrative, Film-based Media Labs and various community-based programs.
- Provide consistent full-time mentorship of students.
- Collaborate with other instructors to ensure delivery of high quality programs.
- Assist in outreach and recruitment for all programs and provide marketing elements for these classes as needed.
- Oversee student film budgets and work with students to ensure timely submission of receipts and records.
- Create and maintain relationships with film industry professionals, including artist collaborators, student portfolio reviewers, professional actors and vendors.
- Administer all required program evaluation and assessment tools.
- Complete all end of class elements including: final projects, program evaluation, class photographs, archiving, and class wrap discussions.
- Track daily attendance and follow required reporting protocol.
- Assist development team as needed with program narrative, donor recruitment, funder recognition, and student-produced media.
- Manage independent lab time for post production and editing of films.
- Produce and oversee nonprofit client projects assigned to the Film Apprenticeship Program.
- Manage apprentice and peer mentor stipend hours and report for payroll.
- Track honorarium and program supplies budgets and report as needed.
- Assist marketing team with special program screening events.
- Assist students with their transition into academic, artistic, or vocational opportunities by providing resumes, letters of recommendation, portfolios, scholarship and internship information.

**QUALIFICATIONS**

- Extensive experience in all aspects of filmmaking: storytelling, production, post-production and distribution. Confidence using and teaching Adobe-based editing software on Apple computers.
- Experience in developing engaging project-based programming for diverse youth.
- Demonstrated commitment to, and understanding of, youth development.
- Experience working in multicultural environments.
- Ability to work collaboratively.
- Excellent group facilitation skills, written and oral communications skills, and organizational skills.
- Demonstrated experience building community relationships with partners, parents and young people.
- Ability to create dynamic film curriculum around a prescribed set of organizational objectives.
- Experience working with a variety of digital media a plus.
- Experience working directly with young people, a plus.

## **About Spy Hop:**

Spy Hop's mission is to mentor young people in the digital media arts to help them find their voice, tell their stories and be empowered to affect positive change in their lives, their communities, and the world. Since its inception in 1999, Spy Hop has mentored more than 30,000 young people in the digital media arts as a vehicle for artistic expression, self-discovery, critical thinking, and skilled participation. Spy Hop currently offers programs in film, audio, music, and design. Hands-on, project-based programs provide students a foundation in digital media technologies, as well as the opportunity to explore their creativity, identity and interests. Students in Spy Hop's programs are immersed in a student-driven learning environment beginning at the foundational level and leading to an advanced, intensive program. Spy Hop helps young people navigate the path to adulthood and prepares them for a future in the growing digital and creative economy.

Spy Hop is an equal opportunity employer committed to fostering a diverse and equitable environment in which all staff can excel regardless of race, ethnicity, age, faith, gender identity, sexual orientation, and ability. People of color, women, individuals with disabilities and veterans are encouraged to apply.

### **Compensation & Benefits:**

Salary: Commensurate with education and experience; Range \$35,000 - \$40,000

Benefits: Package includes health and dental, 3% IRA match, 15 days PTO, 3 days sick, professional development stipend

Please e-mail resume, cover letter and film reel link with subject line: Film Instructor: {Your Name} to:

Matt Mateus  
Program Director  
jobs@spyhop.org