

**Equipment Lab Assistant - Position Available Immediately**

Part-Time Position: Monday - Friday 4:30 pm to 8:30 pm

Spy Hop seeks a part-time Equipment Lab Assistant with a can-do attitude dedicated to youth development, the media arts, and progressive education. The Equipment Lab Assistant reports to the Director of Information Technologies and collaborates with all Spy Hop staff. This position acts as the evening equipment lab person at the Kahlert Youth Media Arts Center.

**Responsibilities**

- Organize/Maintain/Clean equipment lab
- Manage equipment check out/in system and take a daily inventory of equipment lab
- Troubleshoot computer systems and any problems related to computers, Internet, file sharing, software, and hardware installation
- Help establish and enforce equipment lab procedural protocols
- Upload completed projects (video, audio, and digital links) from file archives
- Occasionally assist instructors in a variety of youth media classes
- Provide IT support to staff and students
- Install Mac and Windows operating systems on refurbished laptops and desktops

**Qualifications**

- Minimum of high school diploma or equivalent
- Strong critical thinking and problem-solving skills
- Self-starter who is highly organized with the ability to multitask, prioritize, and ask questions when needed
- Extensive knowledge of computers and software, including Mac operating systems, MS Office (Word, PowerPoint, Excel) and Google Suite (Google Docs, Google Sheets, Google Drive)
- Working knowledge of Adobe Creative Suite (Photoshop, Illustrator, Premiere, etc.)
- Occasionally be able to lift up to 35lbs

**Compensation:** \$12/hour, 20 hrs./week

**How to Apply:** Position open until filled. Please apply by emailing resume and professional references to: Hoang Ha, Director of Information Technologies, [hoang@spyhop.org](mailto:hoang@spyhop.org)



## 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 50,000 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.