

**POSITION OPEN UNTIL FILLED: Phase 2 Production
Coordinator**

Spy Hop seeks a full-time **Phase 2 Production Coordinator** who is dedicated to media arts, youth development, and is well versed in client-based video production processes. The Production Coordinator reports directly to the Phase 2 Producer and oversees pre-production, production and post-production of Phase 2 videos for clients and community partners as well as mentoring and working with student and alumni crew members.

DUTIES & RESPONSIBILITIES

- Assist Producer in creation of bids for potential Phase 2 projects, determining comprehensive production costs
- Work with Producer and client to create an appropriate production timeline
- Oversee pre-production including coordinating any necessary pre-production meetings, reserving equipment from the lab and other vendors as needed, hiring crew members (camera operator, sound recordist, AC, etc.), coordinating location scouts and confirming locations, and confirming production needs with clients (set design, client services, etc.)
- Create and send call-sheets
- Act as primary point person on shoots for clients and crew; communicate schedule for the day and provide direction to ensure the schedule is adhered to
- Shoot videos as needed.
- Oversee post-production including hiring post crew members (editor, animator, graphic designer, composer, etc.), managing post-production timeline, and communicating deadlines to clients (reviews, notes, etc.) and crew members (rough cut, fine cut, graphics, music, delivery, etc.)
- Edit videos as needed.
- Archive completed projects
- Provide mentorship of students throughout production process
- Collaborate with crew members, students, alumni and staff to ensure delivery of high-quality videos
- Oversee and work within project budgets, track and report expenses, collect and submit invoices for crew payments
- Support development of Phase 2 into a pathway for Spy Hop students and alumni to transition into the media industry with Phase 2 productions serving as a professional career development opportunity
- Assist students with their transition into academic, artistic, or vocational opportunities by providing resumes, letters of recommendation, portfolios, scholarship and internship information.
- Assist Producer with developing and maintaining client relationships
- Work with Phase 2 Producer and Spy Hop Marketing Team to ensure that the Phase 2 website and social media content are up to date.

QUALIFICATIONS

- 3-5 years industry experience and/or degree in related field
- Extensive experience in all aspects of filmmaking: development, storytelling, production, post-production and distribution. Experience working with a variety of digital media equipment. Confidence using Adobe-based editing software on Apple computers.
- Experience in producing engaging client-based video content
- Demonstrated commitment to youth development
- Experience working in multicultural environments

- Ability to work collaboratively
- Available to work varied hours, including evenings and weekends.
- Excellent group facilitation skills, written and oral communications skills, time management and organizational skills
- Experience building client and community relationships
- Experience working directly with young people a plus
- Fluency in Spanish 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 thousands of 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.

About Phase 2:

Phase 2 Productions is a full-service media production company that specializes in creating promotional videos, television commercials, PSAs, educational videos, and short films. Phase 2 is housed within Spy Hop, a non-profit youth media center. Phase 2 gives Spy Hop's graduates the chance to gain professional experiences by hiring them to work on media projects around the state. All income generated by Phase 2 directly supports Spy Hop's award-winning media arts programs. Phase 2 assists businesses and nonprofits in creating visual impact while furthering the professional growth and development of emerging creatives in Salt Lake City.

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 \$40,000 - \$45,000

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

Please e-mail resume, cover letter, reel link and/or examples of work with subject line:

Phase 2 Coordinator: {Your Name} to:

Amanda Madden
Phase 2 Producer
amanda@spyhop.org