

POSITION OPEN UNTIL FILLED: Design & Multimedia Mentor**Position Details:****Location:** Salt Lake City, Utah***FLSA Status:** full-time salary, exempt**Reports to:** Community Program Director & Afterschool Program Director

**Due to the collaborative nature of this position and Spy Hop's work, this position is in-person, remote candidates cannot be considered.*

Spy Hop seeks a full-time/in-person **Design and Multimedia Mentor** dedicated to youth development, media arts, and progressive education to teach after-school media arts programming to youth ages 9-20. This position requires someone interested in teaching graphic design tools and techniques, illustration and visual arts as well as basic video game design. If you thrive in a creative environment and have a strong artistic voice with a passion to convey Spy Hop's mission in artistically compelling and original ways, this position is for you.

DUTIES & RESPONSIBILITIES

- Teach workshops for youth ages 9-20 in digital media arts subjects such as graphic design, illustration, and video game design.
- Design, implement and deliver dynamic curriculum and programming for Introductory Spy Hop programming (Media Labs), Summer Camps, and various Community-based Programs.
- Collaborate with the mentor staff, marketing team, and program directors to outreach and recruit for all programs.
- Provide consistent full-time mentorship of students while encouraging self-expression, the setting of goals, and the recognition of students' artistic identities.
- Collect and report demographic data for all workshops according to Spy Hop protocol.
- Administer all required program evaluation and assessment tools.
- Assist development team as needed with program narrative, donor recruitment, funder recognition, and student-produced media.
- Manage and track budgets for individual programs.
- Assist with successful completion of students' projects by end of program, and that each participant leaves with relevant transitional materials (portfolios, resumes, letters of recommendation, etc.).
- Plan, produce, and assist with student showcases and performances.

QUALIFICATIONS

An ideal candidate has:

- Extensive experience in digital and graphic design.
- Confidence using and teaching Adobe-based design software on Mac computers.
- Experience in developing engaging project-based programming for diverse youth.
- Interest in learning other art forms and disciplines (such as film making and audio production).
- Possess a solid understanding of design principles, illustration and multimedia.
- Has a strong visual or digital art background and/or passion.
- Keen awareness of emerging visual design and game design trends.
- Able to work collaboratively, give & receive constructive feedback, and possess a willingness to learn.
- Impeccable skills in file structure, management, and archiving.
- Excellent group facilitation skills, written and oral communications skills, and organizational skills.
- Excellent project management skills, able to meet deadlines and juggle multiple projects.
- Ability to self-manage priorities and workload.
- Prior experience working with youth.
- Spanish speaking a plus.

About Spy Hop: Spy Hop is a highly effective, nonprofit, youth media arts and educational enrichment center founded in 1999, and located in downtown Salt Lake City. Our 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. Spy Hop's programs take place in dynamic studio environments where young people of all backgrounds engage in the production of their own narratives and solutions to the challenges they face. Our afterschool and community programs in film, audio, design, and music are a model for youth development programs across the nation and Spy Hop is recognized by the White House as a leading nonprofit arts and humanities organization.

Spyhop.org

Due to the COVID-19 pandemic, Spy Hop is currently a masked campus. All staff, students, and visitors are required to wear a face covering. COVID-19 vaccination is strongly encouraged. All Spy Hop mentors (teaching artists) undergo weekly mandatory COVID-19 rapid testing.



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; salary range \$40,000 - \$45,000. Optional tiered benefit package starts with 50% health, dental, and vision, 3% IRA match, 15 days PTO, 14 paid holidays, 3 days sick, and a professional development stipend.

Please e-mail resume, cover letter, and multimedia portfolio with the subject line: Design & Multimedia Mentor: {Your Name} to:

Jeremy Chatelain
Afterschool Program Director
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Adam Sherlock
Community Program Director
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