

POSITION OPEN UNTIL FILLED: Film Mentor

Position Details:

Location: Salt Lake City, Utah

FLSA Status: full-time salary, exempt

Reports to: Core Program Director

Spy Hop seeks a full-time Film Mentor to join their fun, creative and passionate team helping young people find their voice, tell their stories, and be empowered to affect positive change in their lives, their communities, and the World. The Film Mentor reports directly to the Core Program Director and is responsible for teaching Spy Hop's documentary video-based programs, including PitchNic (nonfiction), Reel Stories, Media Lab, Skill Lab, and potential new filmmaking classes.

DUTIES & RESPONSIBILITIES

- Design and implement dynamic curriculum for the PitchNic (nonfiction), Reel Stories, Media Lab, Skill Lab, and potential new filmmaking classes.
- Provide consistent full-time mentorship of students.
- Write and archive curriculum aligned with organizational objectives and current standards.
- Facilitate Parent Orientation nights for PitchNic.
- Identify, select and oversee peer mentors for each year's programming
- Collaborate with other staff members to ensure delivery of high quality programs and successful experiences for students.
- Facilitate new applicant selection process, including timely communication with students and parents.
- Tracking daily attendance and collaborate with Core Program Director to ensure accurate data is in Salesforce.
- 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.
- Encourage self-expression, the setting of goals, and the recognition of students' artistic identities.
- Administer all required evaluation and assessment tools, including Spy Hop Exit Surveys and Hello Insight surveys.
- Complete all end of class elements including: final projects, program evaluation, class photographs, archiving, and class wrap discussions.
- Assist development team as needed with program narrative, donor recruitment, funder recognition, and student-produced media.
- Work with the Equipment & IT Specialist to ensure archiving of student work from all film programs in a timely manner.
- Maintain all equipment and space associated with film programming.
- Manage independent lab time for post production and editing of films.
- Manage peer mentor stipend hours and report to Finance Director for payroll.
- Track and manage programs budgets, and receipts for Supplies & Materials, Honorarium, & Food.

- Plan, produce, and assist with student showcases and performances.
- Assist marketing team with special program screening events and content creation needs.
- Assist students with their transition into academic, artistic, or vocational opportunities by providing resumes, letters of recommendation, portfolios, scholarship and internship information.
- Collaborate with Marketing to produce internal photo and video content for use at events, benefits, in emails, on the website, and social media (ie Annual Benefit, program promotion, block party, student showcases, outreach assets, etc.)

QUALIFICATIONS

- College degree in film/digital media and/or 3-5 years of experience working in the film industry and/or teaching all aspects of documentary filmmaking: storytelling, production, post-production and distribution.
- Comprehensive knowledge and use of a variety of digital media hardware and software, including Adobe Creative Suite, Adobe Premiere, Apple computers, and professional-grade camera, lighting, sound equipment.
- Experience in developing engaging project-based curriculum for diverse young people.
- Commitment to positive youth development and mentorship of young people.
- 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
- Ability to build and maintain strong relationships with community partners, parents and students.
- Fluency in Spanish 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

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 - \$50,000. Optional tiered benefits package starts with 50% health, dental, and vision, 3% IRA match, 15 days PTO, 14 paid holidays, 10 days sick, and a professional development stipend.

Please email resume and cover letter with the subject line: Film Mentor: {Your Name} to:

Amanda Madden
Education Director
Spy Hop Productions
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