

POSITION OPEN UNTIL FILLED: Phase 2 Producer

Position Details:

Location: Salt Lake City, Utah

FLSA Status: full-time salary, exempt

Reports to: Phase 2 Director

Spy Hop seeks a full-time Phase 2 Producer 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 Phase 2 Producer reports directly to the Phase 2 Director. The Phase 2 Producer oversees pre-production, production and post-production of Phase 2 videos and projects for clients and community partners as well as mentoring and working with student and alumni crew members.

DUTIES & RESPONSIBILITIES

- Assist Director in creation of bids for potential Phase 2 projects, determining comprehensive production costs
- Once project is confirmed, work with Director 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, PA, 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 (due to lower budgets, rushed timelines, etc.)
- 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 (due to lower budgets, rushed timelines, etc.)
- 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 Director with developing and maintaining client relationships
- Coordinate Phase 2 Skill Labs
- Produce in-house promotional videos to help marketing and development of Spy Hop.

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 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: Phase 2 Producer: {Your Name} to:

María Villaseñor
Phase 2 Director
Spy Hop Productions
208 W. Harvey Milk Blvd.
Salt Lake City, UT 84101
maria@spyhop.org