



POSITION OPEN UNTIL FILLED: Radio Production Mentor

Position Details:

Location: Salt Lake City, Utah*

FLSA Status: full-time salary, exempt

Reports to: Director of Core Programming

**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 Radio Production 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 Radio Production Mentor reports directly to the Director of Core Programming and is responsible for teaching Spy Hop's Loud and Clear Youth Radio Program, Media Labs, Summer Camps and some Community Programs.

DUTIES & RESPONSIBILITIES

- Design and implement dynamic curriculum for the Loud and Clear Youth Radio Program, Media Labs, Summer Camps and some Community Programs.
- Prepare students for and facilitate weekly on-air programs on Saturdays from 9-10pm at KRCL 90.9FM.
- Ensure that a dynamic curriculum results in a participants' portfolio that includes live music shows, audio documentaries, Radio shows and Djing.
- Provide consistent full-time mentorship of students.
- Write and archive curriculum aligned with organizational objectives and current standards.
- Identify, select and oversee peer mentor 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 collaborating 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.
- Develop and maintain critical programming relationships with students, parents, community partners, and industry professionals.
- 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.
- Coordinate year round programming for Loud and Clear time slot even outside of class schedule
- 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 radio and podcasting programming.
- Manage peer mentor stipend hours and report to the 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 students with their transition into academic, artistic, or vocational opportunities by providing resumes, letters of recommendation, portfolios, scholarship and internship information.
- Maintain and respect relationship with KRCL 90.9 and ensure station needs are met

QUALIFICATIONS

- College degree and/or 2-5 years of experience working in the radio/DJ production industry and/or teaching all aspects of radio/podcasting.
- Comprehensive knowledge and use of a variety of audio production hardware and software, including radio boards, ENCO, and basic audio engineering 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 is 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 after school 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: Radio Production Mentor: {Your Name} to:

Connor Estes
Director of Core Programming
Spy Hop Productions
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