



Job Title: Lab Assistant

Location: Salt Lake City, Utah*

FLSA Status: part-time/hourly: Tuesday thru Thursday, 3:00 pm to 8:30 pm Friday 2:00 pm to 7:30 pm

Compensation: \$15-\$17 per hour, depending on experience, approximately 20 hours per week

Start Date: On or before October 2, 2023

Reports to: Equipment & Technical Operations Manager

**Due to the collaborative nature of the Lab Assistant position and Spy Hop's work, this job is in-person.*

Job Overview:

Spy Hop seeks a highly organized, customer service-oriented part-time Lab Assistant to join its dynamic, collaborative team. The Lab Assistant reports to the Equipment and Technical Operations Manager and is part of the team responsible for overseeing the Equipment Lab and lobby, including the check-in/check-out of all equipment to Spy Hop teaching staff and students, inventory tracking, and assisting with the general maintenance and minor repairs of all equipment. This position is customer service oriented, ensuring the lab is staffed during program hours (3:00 pm - 8:30 pm Tuesday - Thursday and 2:00 - 7:30 pm Friday), greeting students, prepping equipment, and handling short-term checkout requests. The Lab Assistant also helps with the archiving process, working closely with the teaching staff and marketing team to ensure Spy Hop student projects are archived properly. This position collaborates with the Evening Host to ensure that Spy Hop's front-of-house maintains a friendly, welcoming environment for all students and visitors.

Responsibilities

- Provide support to students using equipment for class projects.
- Staffs the equipment lab during programming hours, providing friendly customer service to students and mentors.
- Conduct a daily inventory of the equipment lab.
- Organize/maintain/clean the equipment lab.
- Ensure all equipment and batteries are sufficiently charged for daily use.
- Utilize the equipment check out/in system to handle all short-term checkout requests.
- Assists with the oversight of all equipment housed within the lab, documenting lost or damaged equipment and reporting issues to the Equipment & Technical Operations Manager for repair and maintenance.

- Under the direction of the Equipment & Technical Operations Manager, regularly clean all computers, laptops, media carts, camera equipment, and audio equipment.
- Maintain stock of all needed expendables in the lab.
- Regularly archive Spy Hop student media projects using the archiving system.
- Certify students on various equipment available for check out in the equipment lab and maintain certification records.
- Provide support to front desk staff, answering phones/doors, conducting tours, etc.
- Conduct closing duties, including; ensuring all students have left the building safely, checking classrooms for equipment that should be returned to the lab, and supporting teaching staff/front desk staff in securing the building for the night.

Minimum Qualifications:

- High school diploma or equivalent.
- Passion and interest in media technology and equipment.
- Attention to detail, excellent organizational skills and ability to think critically, solve problems and handle multiple projects under tight deadlines in a professional manner.
- A fast learner and team player.
- Demonstrated proficiency of Mac computer systems
- Experience using the Google Suite, email, calendars, google documents, etc.
- Solid time management skills.
- Interest and experience working with youth ages 12-20.
- Able to stay calm under pressure and problem-solve.
- Valid Utah driver's license.
- Able to pass a background check.

About Spy Hop: Spy Hop is an award-winning, 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 to effect positive change in their lives, their communities, and the World. We envision a world in which all young people have the skills and mindsets necessary to succeed and that their voices are heard and valued as conduits of change in their communities.

Spy Hop's in-school, after-school, and youth-in-care 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 Commitment to Antiracism: We believe that anti-racism is the process of becoming aware of and acknowledging the impact of racial oppression within our current social, political, and institutional systems, while actively and intentionally working in the community to replace those systems with



pedagogies, policies, and practices that lead to collective liberation – the truth that none of us are free until all of us are free.

As an antiracist organization, Spy Hop is committed to changing the systems of oppression that disproportionately impacted many of our students and their communities. Spy Hop's antiracism practices are rooted in hope, action and accountability, and the belief that collective liberation is truly possible.

Our Culture: We celebrate a culture at Spy Hop that is a fun, dynamic, evolving ecosystem; one that nurtures the vibrant, creative, individuality of youth and staff by communicating openly, honoring our multiculturalism, and affirming our intergenerational wisdom in such a way that all participants within the ecosystem have the capacity to thrive.

Equal Opportunity Employer: Spy Hop is 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. Due to the highly collaborative nature of this position, COVID-19 vaccination is strongly encouraged.

How to Apply:

Please email the cover letter and resume to Equipment & Technical Operations Manager Jonathan Landeros.

Jonathan Landeros
Equipment & Technical Operations Manager
jonathan@spyhop.org