

JOB TITLE: Film Mentor

FLSA STATUS: Full-Time/Exempt

EMPLOYED BY: Spy Hop

REPORTS TO: Director of Learning Design

The Film Mentor reports directly to the Director of Learning Design and is responsible for teaching Spy Hop's video-based programs, including PitchNic (narrative), Film Apprenticeship, Foundational Classes, Summer Camps and Spy Hop's community based programs.

POSITION DUTIES:

- Teach afterschool and summer workshops for youth ages 9-20 in digital media arts subjects such as Filmmaking and Screenwriting.
- Provide consistent full-time mentorship of students while encouraging self-expression, the setting of goals, and the recognition of students' artistic identities.
- Design and implement dynamic curriculum for the Film Apprenticeship, PitchNic Narrative, Film-based Foundational Classes, Summer Camps, and various community-based programs aligned with organizational objectives and current standards.
- Collaborate with Spy Hop's mentor staff, marketing team, and program directors to outreach and recruit for all programs.
- Create and maintain relationships with film industry professionals, including artist collaborators, student portfolio reviewers, professional actors and vendors.
- 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.
- Oversee student film budgets and work with students to ensure timely submission of receipts and records.
- 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.).
- Assist students with their transition into academic, artistic, or vocational opportunities by providing resumes, letters of recommendation, portfolios, scholarship and internship information.
- Plan, produce, and assist with student showcases and performances.

QUALIFICATIONS

An ideal candidate has:

- 3-5 years of experience working in the film industry and/or teaching all aspects of filmmaking: pre-production, production, post-production and distribution.

- Comprehensive knowledge and use of a variety of digital media hardware and software, including Adobe Creative Suite, Adobe Premier, Apple computers, and professional-grade camera, lighting, and sound equipment.
- Experience or interest in developing engaging project-based curriculum for diverse youth.
- Interest in learning other art forms and disciplines (such as audio production and digital design).
- Commitment to positive youth development and mentorship of young people.
- Able to work collaboratively, give and 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, a plus.
- Spanish speaking, a plus.

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 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 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. 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. Due to the highly collaborative nature of this position, COVID-19 vaccination is strongly encouraged.

Compensation & Benefits:

Salary: Commensurate with education and experience; salary range \$45,000 - \$50,000. Optional tiered benefit package starts with 50% health, dental, and vision, 3% IRA match. 20 PTO days, 10 holidays

(includes a floating holiday), 7 days sick/wellness. Access to Spy Hop's Professional Development Program funds for trainings and conferences.

Please email your resume, cover letter, and/or any relevant multimedia portfolio work with the subject line:

Film Mentor: {Your Name}

To: Adam Sherlock
Director of Learning Design
adam@spyhop.org