

**FILM MENTOR POSITION
AVAILABLE IMMEDIATELY AND OPEN UNTIL FILLED**

Position Details: Film Mentor
Location: Salt Lake City, Utah
FLSA Status: full-time salary, exempt*
Reports to: In-House Program Director

**This position is in-person due to the collaborative nature of Spy Hop's work; remote candidates cannot be considered.*

Position Overview

Spy Hop is seeking a full-time Film Mentor to join their fun, creative, and passionate team, helping young people find their voice, tell their stories, and effect positive change in their lives, their communities, and the World. The **Film Mentor** position focuses on designing and implementing dynamic film curriculum for the PitchNic (nonfiction) film program, Reel Stories, Watch This, and beginner film Foundational classes. This position reports directly to the In-House Program Director and plays a vital role in Spy Hop's film department. The Film Mentor focuses on supporting both advanced film students engaged in year-long productions and introductory classes for youth experiencing Spy Hop for the first time. Experience working with young people of various age groups is highly valued.

The role of a Spy Hop mentor is to encourage self-expression, setting goals, developing a sense of resilience, and recognizing students' artistic identities. This includes creating dynamic learning activities, as well as planning, producing, and assisting with student showcases. Additionally, it involves helping students transition into academic, artistic, or vocational opportunities by providing resources such as resumes, letters of recommendation, portfolios, scholarship information, and internship opportunities. Additionally, this position will collaborate with other staff members to ensure the delivery of high-quality programs and provide students with transformative artistic experiences.

Duties & Responsibilities

- Teach a full-time roster of filmmaking classes for youth ages 9-19
- Participate in the building and implementation of a dynamic filmmaking curriculum
- Provide consistent full-time mentorship to students.
- Participate in outreach events to recruit students to classes.
- Identify, select, and oversee peer mentors to assist in intermediate and advanced classes.
- Track daily attendance and ensure that accurate data is collected.
- Administer all required evaluation and assessment tools. Complete all end-of-class elements including: final projects, program evaluation, class photographs, archiving, and class wrap discussions.
- Assist the Development team as needed with program narrative, donor recruitment, funder recognition, and student-produced media.
- Work with the Lab Assistant and In-House Programs Director to ensure archiving of student work from all film programs in a timely manner.
- Maintain all equipment and classrooms associated with film programming.

- Manage independent lab time for post-production and editing of films.
- Manage peer mentor stipend hours and report to the Finance Director for payroll.
- Track and manage program budgets build and maintain relationships with professionals in the film industry, including artist collaborators, student portfolio reviewers, professional actors, and vendors
- Assist the Marketing team with special program screening events and content creation needs.
- 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 / Licenses / Certifications

- 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.
- Experience working with youth (ages 9-19).
- Demonstrated human relations and effective communication skills required.
- Valid Drivers License
- Must be able to pass a background check

Knowledge, Skills & Abilities

Knowledge:

- 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.

Skills:

- Comprehensive knowledge and use of a variety of digital media hardware and software, including Adobe Creative Suite, Adobe Premiere, Davinci Resolve, Apple computers, and professional-grade camera, lighting, and sound equipment.
- Strong writing and presentation skills.
- Excellent group facilitation skills, written and oral communications skills, time management, and organizational skills.

Abilities:

- Build and sustain meaningful relationships with students.
- Ability to work collaboratively.
- Ability to build and maintain strong relationships with community partners, parents, and students.
- Adapt and problem-solve in fast-paced, changing environments.
- Communicate with professionalism, empathy, and clarity across diverse audiences.
- Fluency in Spanish is a plus.

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, 20 days PTO, 15 paid holidays, 7 days wellness/sick. Spy Hop is committed to its employees' professional growth and development and, as such, offers paid time off for employees to attend conferences, trainings, and other activities to support them in their positions.

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.

How to Apply: No phone calls, please. Please email your resume, cover letter, one writing sample, and references to:

Adam Sherlock
In-House Program Director
Spy Hop Productions
208 W. Harvey Milk Blvd.
adam@spyhop.org

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 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 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 impact 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.

Visit our website at spyhop.org for further information.