



**PHASE 2 PRODUCTIONS DIRECTOR
AVAILABLE IMMEDIATELY AND OPEN UNTIL FILLED**

Position Details: Phase 2 Productions Director

Location: Salt Lake City, Utah*

FLSA Status: full-time salary, exempt

Reports to: Community Programs 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 an experienced, strategic, client-focused leader to join our dynamic team as the Director of Phase 2 Productions. This senior-level role performs duties similar to a Unit Production Manager (UPM) overseeing all business, operational, and creative aspects of Spy Hop's in-house media production company, with a focus on delivering high-quality client work while ensuring mission alignment with youth development and workforce readiness.

Reporting to the Community Programs Director, the Director of Phase 2 is responsible for guiding the company's long-term business strategy, cultivating and managing client relationships, overseeing production teams and project delivery, and driving growth through business development and industry engagement. This highly collaborative role works in close partnership with both internal departments and external partners to maintain Phase 2's reputation as a professional media agency and social enterprise.

The Director leads cross-functional efforts to manage client productions from intake through delivery, approve bids and budgets, and ensure profitability and impact across all projects. They also provide strategic oversight to ensure production work aligns with client vision and supports the learning and growth of Phase 2 apprentices and alumni in partnership with the Assistant Director.

The ideal candidate combines high-level creative and strategic thinking with strong operational expertise, and brings a background in media production, project management, and business development. They are energized by collaborative problem-solving, value youth voice, and understand the importance of mentorship and career development for Phase 2 apprentices and alumni. This includes finding and creating meaningful work opportunities on Phase 2 sets and modeling the kind of professional environments we want young creatives to experience as they launch their careers. The Director should bring an expanded scope of potential clients to the table, helping Phase 2 grow its client base, broaden its creative impact, and create more opportunities for emerging professionals to learn, thrive, and contribute meaningfully to Utah's creative economy.

Qualifications / Licenses / Certifications

- 5+ years experience in film, video, or media production with producing or PM leadership
- Bachelor's Degree in Film, Media, or related field preferred; equivalent experience considered
- Proven success managing client projects through planning, budgets, and team oversight
- Experience mentoring emerging creatives in inclusive, professional production settings
- Valid driver's license and reliable transport required for shoots and client meetings
- Familiarity with Adobe, Davinci Resolve, Asana, and Google Workspace is preferred.
- Must be able to pass a background check.

Duties & Responsibilities

Production & Client Services:

- Lead all client productions from intake through delivery, overseeing creative direction, project management, and client satisfaction.
- Cultivate and maintain client relationships; pursue new business opportunities and mission-aligned projects.
- Serve as executive project lead, ensuring alignment of creative vision, budgets, timelines, and deliverables.
- Supervise production teams and ensure all assets are properly delivered and archived.

Business Development & Strategic Leadership:

- Define and implement Phase 2's long-term business vision, goals, and market strategy.
- Expand partnerships, funding streams, and industry connections.
- Represent Phase 2 at industry events, conferences, and collaborative initiatives.
- Develop comprehensive bids and proposals and oversee invoicing and payroll with Spy Hop's Finance Director.

Workforce Development Oversight:

- Provide high-level support and integration points between client productions and the Advanced Apprenticeship program.
- Coordinate with the Assistant Director to offer apprentices meaningful, project-based learning opportunities.

Marketing & Brand Management:

- Oversee Phase 2's digital presence, brand strategy, and promotional content in collaboration with Spy Hop's marketing team.



Knowledge, Skills & Abilities

- Demonstrated knowledge of production workflows: planning, budgeting, scheduling, and delivery
- Experience cultivating new business and turning leads into production opportunities
- Familiarity with line producing tasks like vendor coordination and cost tracking
- Knowledge of inclusive set practices that reflect professional industry standards
- Ability to manage client-based projects on time and within budget
- Skilled in leading teams, solving problems, and providing clear communication with stakeholders
- Create mentorship-driven sets that support growth for emerging professionals

Compensation & Benefits

Salary: Commensurate with education and experience; salary range \$60,000 - \$70,000.

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, portfolio/reel, and references to:

Email: phase2@spyhop.org
Spy Hop Productions
Attn: Myke Johnson, Community Programs Director
208 W. Harvey Milk Blvd.
Salt Lake City, Utah 84101

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.