



POSITION OPEN UNTIL FILLED: Lab Assistant

Position Details:

Location: Salt Lake City, Utah

FLSA Status: part-time/hourly: non exempt; Monday-Thursday 3:00pm-8:30pm, Friday 2:00pm-7:30pm approximately 27 hours per week

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

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.*

Position 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, presenting orientations to new students/classes, 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 Monday - 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 Lab Orientations to new students and classes.
- Ensure all outgoing equipment is brought back, and is in its correct location via Cheqroom.
- 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 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 classroom computers, media carts, ipad cases, camera equipment, and audio equipment.
- Daily check on all expendable equipment, and communicate with the Equipment & Technical Operations Manager on the status of the inventory.
- 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.
- Provide support to the Facilities Team with various tasks as needed.

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 preferred.
- Able to pass a background check.

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 media arts to help them find their voice, tell their stories, and effect positive change in their lives, communities, and the World. Spy Hop's programs occur in dynamic studio environments where young people of all backgrounds produce their own narratives and solutions to their challenges. Our afterschool and community programs in film, audio, design, and music are a model for positive youth development programs nationwide.



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.

Please e-mail resume, cover letter, and the subject line: Lab Assistant: {Your Name} to:

Jonny Landeros

Equipment & Technical Operations Manager

jonathan@spyhop.org