



ABOUT CAMP4 COLLECTIVE

Camp4 Collective is an elite level production and creative studio based in Salt Lake City. With over a decade of experience in outdoor film, photography, design, and commercial production. We specialize in telling real stories beyond the walls of the traditional studio and in ways that Hollywood can only dream of executing. For us the story always comes first. Our teams are nimble but experienced, requiring each team member to think on their toes and in pursuit of supporting the larger creative vision.

THE OPPORTUNITY

The Basecamp Manager is an entry to mid-level position, requiring work from our office in Salt Lake City, UT. They are an essential member of the Camp4 team. They oversee both the physical basecamp (studio), resources for team members, and provide proactive support (services) for the team at large based on established Camp4 processes. The Basecamp Manager is a team player that is: proactive, well organized, a champion of Camp4 and our expanded team. Like the manager of the basecamp on an expedition to the big mountains of the world, they bring positivity and group support – always.

TITLE: Basecamp Manager

EMPLOYMENT TYPE: Full to Part Time depending on experience, 30 hours a week minimum, 9 am-3 pm in the studio each day. Extra hours may be required at times.

REPORTS TO: Managing Director

RESPONSIBILITIES:

Office Management: The Camp4 Studio is the basecamp for all production, creative development, and editorial projects. This is where the ideas meet the real world, and the Basecamp Manager will create a space and environment that enables the story to always come first.

- Enable creativity by managing a high end, clean (at all times) studio space, with the mindset that ‘if the client walks in right now would they be impressed?’
- Provide the proper database for all hardware and software required for the team accessible anywhere in the world.
- Make creating easier by finding efficiencies in process and physical space that embody the ‘less is more’ expedition mindset

Resources: The Camp4 Studio is the hub for all resources the team might need access to during production, pitching, and/or the editorial process. The Basecamp Manager is responsible for keeping these resources organized, seeking ways to keep them current/optimized, and onboarding freelancers with the best practices in using them.

- Demonstrate knowledge and be able to disseminate Camp4 processes for Wrapbooks, Showbiz, Google Drive, Framelo, Divvy, Banking, and other production workflows.
- Create and maintain a well-organized database of project-by-project information.
- Maintain a well-organized database of business information & process.
- Proactively create and maintain projects in Wrapbooks and Divvy as needed by Team members.
- Create and maintain a process for sending and receiving mail and packages from Basecamp.



- Create the necessary insurance declarations for productions.

Service: The Camp4 Basecamp provides some services in support of its Team Members.

- Respond to assistance requests promptly and positively with answers to questions or a plan for resolving the issue. Provide regular updates until a solution has been achieved.
- Utilize Quickbooks to create invoices for Team Members
- Manage basic banking needs of Team including cash withdrawals, wire transfers, depositing, etc.
- Other duties as assigned.

Important note: The Basecamp Manager is not responsible for creating these processes, but they are required to ensure that all Team Members are following them.

DESIRED EXPERIENCE & SKILLS

- Minimum 1 year experience working in a project management, agency, commercial film production role or office management role.
- Strong organization skills required.
- Positive team player and leader able to add fuel to the fire for the team each day.
- Ability to manage time with authority and confidence.
- Curiosity to research and learn new software quickly and independently.
- Proficiency with Excel, Microsoft Word, Canva and Google Drive.
- Previous experience with QuickBooks is a plus.
- Ability to manage and organize multiple projects simultaneously.
- Demonstrates polished communication skills.
- Self-starter: You get up on your own to rally for a dawn patrol or early morning trail run.
- Interest in outdoor recreation, sports, culture, or conservation is a plus.
- A passion for stories, film, and the next great way to connect with audiences around the world.
- We welcome any human on our team that meets our requirements — any race, color, height, weight, gender identity, background, nationality, physical ability, or eating habit is welcome.

BENEFITS

Compensation is project based and negotiable as a function of experience. Total pay includes reimbursements for all work-related mileage, travel, expenses, and device usage. Unlimited PTO within the confines of company schedule.

Please EMAIL ONLY a cover letter and resume in PDF format with BASECAMP MANAGER in the subject line to info@camp4collective.com.