

Role Title: 2iC
Team: Crew Wranglers

Role Summary/Purpose: The Crew Wranglers 2iC undertakes activities as required to support the Crew Wrangler Team Leads in achieving their priorities. Under the direction of the Team Leads, the 2iC contributes to work related to Burning Seed crew needs year round, which includes providing onsite support to Teams during Burning Seed.

Major team projects for 2016:

- Support the development and implementation of campaigns to recruit and engage crew for 2016 and beyond;
- Data processing and management of crew applications;
- Research and implement crew management software;
- Create and implement a reward and acknowledgement strategy;
- Support the creation of on site recruitment centre.

Working Relationships:

- All teams - crewing needs, issues/concerns/assistance required with managing crew;
- Comms - working closely to ensure alignment across software and crew-related comms and collaboration on crew engagement campaigns.

Time/Dates Required:

- **Year round:** 1 - 3 hours per week (on average)
- **August-September:** 3 - 5 hours per week
- **On site:** from one day before the event starts up to one day after the event finishes, approx 6 - 8 hours each day. Shifts to be negotiated and shared between all members of the Crew Wrangler leadership team.

Duties/Responsibilities:

- Undertake tasks as directed by Team Leads, to achieve the 2016 plan;
- Assist the Team Leads in the recruitment of crew year round;
- Assist the Team Leads in managing the crew application process year round;
- Collaborate with and contribute to the Burning Seed Leadership Group;
- Ensure timeliness and responsiveness across all project work;
- Be available onsite during the event to respond to crew needs as required;
- Assist in the production of the "Thank Crew Soiree" an event held at Centre Camp during the event to show our gratitude to all the wonderful crew of Burning Seed.

Necessary Qualities, Knowledge and Experience:

- Desire to serve the burner community;
- Access to a computer and the internet;
- Able to work collaboratively in a team with integrity and respect;

- Strong communication skills, especially in an online environment;
- Things can change direction pretty fast, so you'll need to be flexible and be comfortable re-prioritising your workload.
- Comfortable learning and using software;
- Self directed learner;
- Effective stakeholder management;
- Time management - work planning and ability to stick to deadlines.

Desirable Qualities, Knowledge and Experience:

- People management skills (previous people management experience);
- Project management experience
- Background in organisational development, psychology, human resources, etc (e.g. recruitment, selection, workforce planning, succession planning, business management, conflict resolution)

Please complete the crew registration form at <http://www.burningseed.com/participate/communitycrew/crewing-registration/> to express your interest (if you haven't already ;)).