

Crew Role Description

Role Title: Concierge & Placement Team Members

Department/Team: ARTery (On-Site Staff)

Role Summary/Purpose:

To help run the Artery department on site at with a focus on artist check-in, placement and registration.

Concierge staff are expected to attend training sessions online and familiarise themselves with the documents, processes and procedures of the department pre-event. Training sessions will take place in August depending on team numbers.

Concierge staff may wish to increase their commitment to the Artery department and join the general team staff which requires year round participation/monthly meetings January to September and some reporting.

Major team projects for 2016:

This is the first year that we will have on site staff working in the Artery booth pre and post event. Last year we had on site staff during the week

Working Relationships:

Media Team: The Arteria space is shared with the Media team so we will work closely with them on social functions on site and to liaise with visiting media

FART: Get updates from the FART team regarding burn times

Time/Dates Required:

May to September: 4 hours per month (team meetings, trainings & reading)

On site: from 10am to 4pm approx 5 hours per day

Duties/Responsibilities:

To assist with the

-on site artist management including;

-checking in AND out of all grant projects including post event site inspection

-placement of all pre-registered art on site

-on site art registration and placement for walk in art

-updating the on site map with current locations

- working in the Artery booth to answer questions from participants and media
- assist with art tours, talks and other social functions of the department
- updating the What's Happening board to include new art piece events (ex: burns, fire shows, parties etc.)
- register photographers working to shoot the art assigning quadrants/art areas for full coverage of the event
- act as dispatch when artists request heavy machinery and need to talk with the Art Support Liaison
- give feedback regarding their role and the event for the Artery's Afterburn report

Necessary Qualities, Knowledge and Experience:

An interest in the art displayed at Burning Seed that focuses on participatory large-scale installations. A commitment to excellent service even though it's a volunteer job. A eye for detail and willingness to follow procedures and provide feedback at the end of the event. Thoroughness, competence, honesty and an outgoing personality are all assets for this role.

Desirable Qualities, Knowledge and Experience:

Previous attendance at Burning Seed one year. No specific experience required just a willingness to help artists.