

Role Title: Concierge & Placement Team Members

Team: ARTery

Department: CURATION, ARTS & CULTURE

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 and September depending on team numbers.

Concierge staff may wish to increase their commitment to the ARTery department and join the ARTery council when roles become available or join the Art Grant Selection Committee. which requires year round participation/monthly meetings January to September and some reporting.

Major team projects for 2017:

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:

DPI: Act as dispatch when grant artists request heavy machinery and need to talk with the Art Support Liaison

Placement Team: Liaise on site with the placement team as required for any major projects that require a change in their placement

WHS: Work with the WHS/Safety Fi(r)st team to ensure that all funded art projects have submitted the required Risk Registers and attend Site Safety briefings pre-event as required

Fire Art Resource Team (FART): Work with the FART team to ensure that fire and flame effect pieces go through the required sign off process. Log updates from the FART team regarding burn approval and update the fire schedule with burn times

Media Team: Assist Media with any inquires regarding the art and artist of Burning Seed and redirecting specific enquires about Media Policies to the Media booth

Time/Dates Required:

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

On site: The ARTery is open from pre-event Sunday to post event Tuesday from 10 a.m. to 4 p.m. split into two 3.5 hour shifts per day

Duties/Responsibilities:

Assist with:

- 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 artists

- 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.
- An 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.

How to Join: Register to join the crew via completing the Crew registration Form found [here](#).

Version and revision date: v1 2017 (updated by Stephanie 23-May-17)