**Role Title: 2IC**
**Team: Admin**
**Department: Engine Room**

**Role Summary/Purpose:**
We are the paper pushers, the organisers, the framework on which the dreamers, artists, and raw muscle build Burning Seed.  We love transforming chaos into order, and nothing turns us on more than a slick spread sheet (heheh). The Admin 2IC is responsible for supporting the Admin Team Lead in the successful execution of team tasks and objectives.

**Major team projects for 2017:**
- Collating an event operations manual
- Complete transfer to shared folder system
- policies we need – need to write as a team or prod other teams to write (located in Google docs)
- Procure insurance and permit
- Need new letterhead – liaise with design team
- Write Site Book
- Create a production timeline
- Create a master Google Calendar
- Recruitment: currently recruiting for the following positions:
    - Secretary - CRITICAL VACANCY
    - Site Office Hot Shots
    - Site Office Superstars
    - Site Manager Coordinator
    - Admin 2IC
    - Admin Team Lead
    - Back of House Facilitator
- Design a site office layout in conjunction with Rangers Lead
- Apply for official Burning Man Regional Event status

**Working Relationships:**
- All teams - ensuring documentation is up-to-date, helping to write new documentation as required
- Admin Team Lead
- Engine Room Facilitator

**Time/Dates Required:**
> *Year round:* 5-10 hours per week (on average)
> *August-September:*  10-12 hours per week
> *On site:* one day before the event starts to one day after the event finishes.

**Duties/Responsibilities:**
- Support Admin TL in executing the team's objectives

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- Be prepared to step into TL role if it becomes necessary

**Necessary Qualities, Knowledge and Experience:**
- Attended Burning Seed before
- Familiar with the various Burning Seed teams and their functions
- 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:**
- Experience in organizational administration is desired.
- Experience in a project management is also a big plus
- Experience in event management is helpful, but not necessary

**How to Join:** Register to join the crew via completing the Crew registration Form found here.

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