

Event Role Title: Site Admin

Team: Admin

Department: Engine Room

Team Description

We are the paper pushers, the organisers, the framework on which the dreamers, artists, and raw muscle build Burning Seed. We provide administrative assistance to our extended team in the EOC, Site Manager and community as a whole. We are the calm voice on the other end of the radio who is there to trouble-shoot all your operational needs. We love transforming chaos into order, and we're a team who works smarter - not harder.

Role Summary/Purpose:

Site Admin are the first point of contact for the EOC (Event Operations Centre) and are there to triage incoming operational calls and requests from CAC, Site Manager and Operations. They are also in charge of maintaining the Site Office and Woop Woop throughout the event. We provide administrative assistance as needed to our extended crew and assist the Site Manager by logging incoming calls and advising the relevant teams of further actions.

Working relationships:

- Office Manager
- Red5 (Rangers radio controller)
- Site Manager
- Emergency Service providers (NSW Police, NSW Fire, Medics etc..)
- Other teams as needed

Time Commitment/Dates required:

- ***Pre-Event:*** briefing and training for radios + logging (roughly 3 hrs duration, date TBC)
- ***On Site:*** minimum of 2 - 3, 6 hour shifts
- ***Post-event:*** nil

Duties/Responsibilities

- Monitoring multiple radio channels and logging incoming incidents/requests
- Triage incoming calls by deploying teams and passing on information as needed to the relevant channels
- Main point of contact (reception duties) to entry of EOC (*Event Operations Centre*)
- Generally assisting Site Manager by being primary point of call and assistance
- Keeping office / kitchen area tidy and informing Office Manager if stock levels run low
- Printing forms for teams when running low
- Creating + printing additional forms for incidents as they arise
- Managing bookings for onsite 'meeting room'
- Providing extra stationery and office supplies to teams as required
- Potentially stepping in to assist Red5 (Ranger Operations) when required
- General support and assisted management of the EOC

Necessary Qualities, Knowledge and Experience:

- Experience in a similar operational role

- Experience using a radio in a festival or large-scale event environment
- Has attended Burning Seed previously and has some knowledge of the various teams on site
- Enthusiasm for serving the community
- Remains calm under pressure
- Highly organised and good at multi-tasking
- Sound computer skills
- Approachable, warm and friendly demeanor

Desirable Qualities, Knowledge and Experience:

- Experience in an office environment
- Comfortable taking initiative and thinking on your feet
- Project management or festival/events experience
- First Aid certificate
- Experience with two - way radios (specific training will be provided)
- Experience in “logging” incidents (specific training will also be provided)

How to Join: Complete a registration form found on the [Burning Seed website](#).

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