

**Role Title: Site Office Top Gun**

**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 love transforming chaos into order, and nothing turns us on more than a slick spread sheet (heheh).

### **Role Summary/Purpose:**

The Site Office Top Gun is primarily responsible for recruiting and rostering Site Office Hot Shots, setup/packdown of the site office, and maintenance of site office stock levels during the event.

### **Major role projects for 2017:**

- Design Site Office layout in consultation with Rangers and Admin Team Leads
- Design training and onboarding process for new recruits

### **Working relationships:**

- Admin Team Lead
- Rangers Lead
- Site Managers

### **Time Commitment/Dates required:**

- **Year Round:** 1 hour/week
- **On Site:** 1-2 days on either side of event; 15-30min/day during event
- **Post-event:** ~3 hours to write Afterburn report

### **Duties/Responsibilities**

- Recruit and onboard Office Hotshots to man Site Office during event
- Procure all necessary office equipment and stationery
- Set up site office before event; pack down site office after event (or arrange a trained proxy to do so)

### **Necessary Qualities, Knowledge and Experience:**

- Strong communication skills and responsiveness
- Access to a computer and the internet
- Able to work collaboratively in a team with integrity and respect
- Effective stakeholder management

### **Desirable Qualities, Knowledge and Experience:**

- Office management experience
- People management skills (previous people management experience)
- Experience in organizational administration

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

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