

Role Title: ADMIN TEAM MEMBER

Team: Admin

Role 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 spreadsheet (heheh). Admin team members are responsible for taking on one or more of this year's team projects, with the guidance and assistance of the Admin Team Lead, and in collaboration with the rest of the Admin team.

Major team projects for 2017:

- Manage and update internet backend record
 - Delete unused email addresses and update email lists
 - Maintain organisational chart and contacts list
- Finalise an onboarding packet for incoming Team Leads & 2ICs
- Complete transfer of operational team documents to a shared folder system
- Collate an Event Operations Manual
- Standardise document management to ensure all teams are creating policies and procedures and documenting them in the most effective and organised way
- Secure event permit & insurance
- Manage Google Apps suite for Burning Seed

Key challenges

- Coaxing documents and information out of Team Leads (cattle prod, anyone?)
- Locating existing documentation to prevent doubling up

Time Commitment:

- 2-10 hours per week, depending on level of commitment
- 1 hour monthly meeting

Working Relationships:

- Admin Team Lead - reports to
- Admin Team Members - work closely with
- Team Leads - liaise with regularly, depending on project

Necessary Qualities, Knowledge and Experience:

- 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
- Comfortable learning and using software
- Effective stakeholder management

Desirable Qualities, Knowledge and Experience:

- Project 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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