

Role Title: 2IC

Team: Centre Camp

Department: Curation, Arts & Culture

Team Summary:

Centre Camp at Burning Seed is gifted to the community by a small but dedicated team who passionately believe it is their civic responsibility to create a 'living room' where everyone is radically included to participate in acts of immediacy, from spontaneous cuddle puddles to lycra clad leapfrog.

This is the centre of the universe – the hub of red earth city, where we welcome radical self expression (look out for the heavy metal jam on Wednesday), and above all participation. If you are looking for a way to make new friends and get involved find the crew wranglers at Centre Camp and they will advise you on the best way you can gift your time and skills to our community.

Anyone remember the fabulously colourful Spaniards who demonstrated decommodification in 2015 combining their cotton candy machine with Centre Camp's tireless generator to gift oodles of cotton candy to our colourful community? These are the sorts of magic moments that bring Centre Camp to life, and EVERYone is welcomed to create, just check out our chalkboard to find a free time slot!

As well as enabling a hive of activity, Centre Camp is designed to be a neutral nurturing space co-created for the people by the people to facilitate communal effort, collaboration, and the exchange of information. Our friendly info booth bunch will answer any questions (from 10 – 3 every day) and you can drop by at these times to seek any lost and found items, including people who may have forgotten to practice radical self reliance and find themselves needing a safe space to recuperate in. Burn bright, keep your shit together and remember to leave no trace.

Role Summary/Purpose:

The Centre Camps 2IC undertakes activities as required to support the Team Lead in managing and leading projects to achieve priorities for the Burning Seed Event. Under the direction of the Centre Camp Team Lead, the 2IC assists with work related to Burning Seed Centre Camp coordination needs year round. This includes the entire centre camp coordination lifecycle from implementing prior year recommendations, processes, policies, coordinating performance requests, on site preparation, on site liaison through to post-event review.

Major team projects for 2017:

- Onsite Setup
- Performance request assessment evolution
- Onsite preparation and engagement improvements
- Succession planning
- General Centre Camp preparation before event
- General Centre Camp oversight during event

Working Relationships:

- All teams - crewing needs, issues/concerns/assistance required with managing crew
- Comms - working closely to ensure alignment and engagement between the Comms team and Theme Camp contacts
- Theme Camps - working closely to ensure alignment and engagement between the Centre Camp and Theme Camps

Time/Dates Required:

- Year round: 0.5 hour per week (on average)
- May-August: 2-3 hours per week
- On site: approx 2-3 hours per day

Duties/Responsibilities:

- Undertake tasks as directed by the Centre Camp Team Lead, to achieve the event planning and execution, which may include:
 - assisting with managing, training and leading the Centre Camp team
 - preparing summary reports and extract of information and data
 - engaging and liaising with performers on arrival and during the event
 - assessing centre camp operations during the event
 - Help with monitoring centre camp packdown and assisting the MOOP team
- Collaborate with Burning Seed Team Leads Group as required
- Ensure timeliness and responsiveness across all operational and project work
- Available onsite during the event to respond to crew needs as required

Necessary Qualities, Knowledge and Experience:

- Detailed understanding and familiarity with Burning Man Ten Principles
- Strong Document, Spreadsheet, Email skills (preferably Microsoft or Google)
- Reliable computer, mobile phone and internet connection
- Time management - work planning and ability to stick to deadlines
- Ability to work collaboratively in a team and community environment
- Strong communication skills

Desirable Qualities, Knowledge and Experience:

- Participation at one or more Regional Burns
- Effective stakeholder management skills
- Project/Event management support experience
- Leadership - interested and aspires to future event leadership opportunities
- People management skills

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

Version and revision date: v1 (February 2017)