

Role Title: DESIGN LEAD

Team: Communications

Role Purpose:

- To lead, coordinate and deliver, in collaboration with the relevant Comms 2iC, the Comms Team Lead and other Burning Seed Crew, Design Projects to support the Burning Seed 2017 event and potentially future events.

Key Deliverables

- In collaboration, develop and manage the submission and selection process for the Event Theme Design and Temple Design.
- Provide or secure the necessary skills and support for publication projects which require design input or design work, including the First Timer's Guide, Survival Guide, What Where When, Sitemap, Afterburn Summary.
- Provide support for ongoing, ad hoc and longer term projects requiring design input - for instance including application of basic Theme Design to event collateral; design input to website and social media; development of a Burning Seed logo and identity.
- Establish, maintain and promote collaborative working relationships and be a great representative for the Comms Team internally and Burning Seed externally.
- Ensure delivery of accurate, timely and high quality information and materials
- Contribute to a team culture that is supportive, respectful and collaborative.

Key challenges:

- Operates in a volunteering environment - individual commitments can be irregular and this can present issues for deadlines and delivering end to end projects;
- Not for profit organisation = very limited budget - can be difficult to source and or deliver high quality materials;
- Managing contentious issues - applying diplomacy, confidentiality and sound judgment to advise on sensitive or controversial issues, with appropriate response;
- Effective prioritisation and resource allocation to ensure quality communication services for Seed organisation and individual Team Leads.

Time Commitment:

- Between 3-4 hours a week mid October to end July, increasing from August to end September to between 5-6 hours a week or more. On call shifts on-site.
- Project or Area Lead for any given year must attend Burning Seed in that year.

Agreed by: Madeline Snow (Comms 2iC) & Lauren Massy (Design Lead)

Approved by: Andy Parkinson aka SirAndy (Comms Team Lead)

Filed with Crew Wranglers (8 January 2016)