

### **Role Title: Crew Wranglers 2IC**

### **Team: Crew Wranglers**

**Role Summary/Purpose:** The Crew Wranglers 2IC undertakes activities as required to support the Crew Wranglers Team Leads in achieving priorities for 2017. Under the direction of the Team Leads, the 2IC contributes to work related to Burning Seed crew needs year round, which includes providing onsite support to teams during this years Burning Seed.

### **Major team projects for 2017:**

- Campaign to recruit and engage crew for 2017 and beyond
- Data processing and management of crew applications
- Research and implement crew management software
- Create and implement reward and acknowledgement strategy
- Creation of onsite crew booth

### **Working Relationships:**

- All teams - crewing needs, issues/concerns/assistance required with managing crew
- Comms - working closely to ensure alignment across software and crew-related comms and collaboration on crew engagement campaigns.

### **Time/Dates Required:**

**Year round:** 1 - 3 hours per week (on average)

**August-September:** 3 - 5 hours per week

**On site:** from one (1) day before the event starts up to one (1) day after the event finishes (negotiable). Shifts to be negotiated and shared between all members of the Crew Wrangler leadership team and each Crew Wrangler is expected to do at least one (1) 6 - 8 hour shift..

### **Duties/Responsibilities:**

- Undertake tasks as directed by team leads, to achieve the 2017 plan
- Assisting the Team Leads in the recruitment of crew year round
- Assisting the Team Leads in managing the crew application process year round
- Collaborate with Burning Seed Leadership Group
- Ensure timeliness and responsiveness across all project work
- Available onsite during the event to respond to crew needs as required
- Assist in the production of the "Thank Crew Soiree" which is an event held at Centre Camp to show our gratitude to all the wonderful crew of Burning Seed

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

- Attended a Burn before, preferably Burning Seed
- 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

- Things can change direction pretty fast, so you'll need to be flexible and be comfortable re prioritising your workload.
- Comfortable learning and using software
- Self directed learner
- Effective stakeholder management
- Time management - work planning and ability to stick to deadlines

**Desirable Qualities, Knowledge and Experience:**

- People management skills (previous people management experience)
- Project management experience
- Background in organisational development, psychology, human resources, etc (e.g. recruitment, selection, workforce planning, succession planning, business management, conflict resolution)

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

**Version and revision date: v1 (17 Jan 2017)**