

**Role Title: 2IC**  
**Team: Traffic & Placement**  
**Department: Entry**

**Role Summary/Purpose:** To act as the second in charge and assist the Team Lead to manage a team of directional, wayfinding and placement people who man the roads within the event to direct arriving participants towards appropriate places to camp.

**Major team projects for 2017:** Create role, recruit and lead team

**Working Relationships:**

- Traffic & Placement Team Lead
- Entry Facilitator
- Gate, Greeters and Fun Police Leads
- Artery, Theme Camps - understand how their placement works
- Town Planner

**Time/Dates Required:**

**Year round:** 0.5 hours per week (on average)

**August-September:** 1 hours per week (communicating with recruits)

**On site:** from day prior to gates opening, 10am-midnight weds and thurs, then work out key times with Gate until Saturday noon

**Duties/Responsibilities:**

- Undertake tasks as directed by the Team Lead, to achieve the event planning and execution
- Ensure timeliness and responsiveness across all operational and project work
- Assist the Team Lead in coordinating logistics and communication between placement people on shift, and ensure accurate info handover at shift change
- Keep the placement people safe
- Assist Team Lead in preparing afterburn report on time

**Necessary Qualities, Knowledge and Experience:**

- Strong Burning Seed site knowledge and experience
- Ability to:
  - read and create maps well
  - communicate well with others
  - take the lead in a group of peers
  - think creatively to find solutions

**Desirable Qualities, Knowledge and Experience:**

- Leadership and team management
- Safety (including traffic) knowledge

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

**Version and revision date: v2 (Feb 2017)**