

**Role Title: SECOND IN CHARGE**  
**Team: CREW WRANGLERS**  
**Department: CREW DEPARTMENT**

**Role Summary/Purpose:** The Crew Wranglers 2IC undertakes activities as required to support the Crew Wranglers Team Lead in achieving priorities for 2020. Under the direction of the Team Lead, the 2IC contributes to work related to Burning Seed crew needs year round, including recruitment and application processing. The intention of the 2IC role is that it is a succession pathway to the Team Lead role in the future.

**Major team projects for 2020:**

- Campaign to recruit and engage crew for 2020 and beyond
- Data processing and management of crew applications
- Refine crew management software and application process
- Create and improve online inductions for on-site and year-round crew
- Improve attendance processes and adherence

**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:** 2 - 4 hours per week (between ticket sales commence & August)

**August-September:** 4 - 8 hours per week

**On site:** from one (1) day before the event starts up to one (1) day after the event finishes (negotiable). No formal on-site shifts are required.

**Duties/Responsibilities include:**

- Undertake tasks as directed by Team Lead, to achieve the 2020 plan
- Assist the Team Lead to implement recruitment strategies year-round
- Assist the Team Lead in managing the crew application process year round
- Collaborate with Burning Seed Leadership Group as required
- Assist in the production of the "Thank Crew Soiree" which is an event held on site to show our gratitude to all the wonderful crew of Burning Seed
- Organising and ordering shwag for teams

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

- Strong communication skills, especially in an online environment
- Autonomy - you don't require constant management
- Previous attendance of Burning Seed and preferably crewing
- Consistent access to a computer and the internet
- Able to work collaboratively in a team with integrity and respect
- Comfortable learning and using software
- Self directed learner
- Time management - work planning and ability to stick to deadlines

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

- People management skills (previous people management experience)
- Experience crewing for at least one burn
- Project management experience
- Background in organisational development, psychology, human resources, etc (e.g. recruitment, selection, workforce planning, succession planning)

**How to Join:** Complete a registration form found on the [Burning Seed website](https://www.burningseed.com), or contact Crew Wranglers at [jointhecrew@burningseed.com](mailto:jointhecrew@burningseed.com) with any questions.

**Version and revision date: v1.6 (12 December 2019)**