

Role Title: Crew Wranglers 2IC

Team: Crew Wranglers

Department: Crew Dept

Role Summary/Purpose: The Crew Wranglers 2IC undertakes activities as required to support the Crew Wranglers Team Lead in achieving priorities for 2018. Under the direction of the Team Lead, the 2IC contributes to work related to Burning Seed crew needs year round, which includes providing onsite support to teams during this year's Burning Seed. The intention of the 2IC role is that it is a succession pathway to the Team Lead role in 2019.

Major team projects for 2018:

- Campaign to recruit and engage crew for 2018 and beyond
- Data processing and management of crew applications
- Refine crew management software

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: 3 - 6 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 lead, to achieve the 2018 plan
- Assisting the Team Lead in the recruitment of crew year round
- Assisting the Team Lead 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
- Consistent 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
- 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)

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

Version and revision date: v1.3 (23 Jan 2018)