

**Role Title: Theme Camps 2IC**  
**Team: Theme Camps**  
**Department: Curation, Arts and Culture**

**Role Summary/Purpose:** The Theme Camps 2IC undertakes activities as required to support the Theme Camp Lead in achieving priorities for the Burning Seed Event. Under the direction of the Team Lead, the 2IC contributes to work related to Burning Seed Theme Camp coordination needs year round. This includes the entire theme camp coordination lifecycle from implementing the previous year's recommendations, preparing for applications, application processing, grant administration, directed ticketing, placement planning, on site preparation, on-site liaison through to post-event review.

**Major team projects:**

- Theme Camp application assessment
- Theme camp placement
- Theme Camp Grants
- Directed ticket sales to Theme Camps
- On-site preparation and engagement
- Succession planning
- Process evolution and improvement

**Working Relationships:**

- Comms - working closely to ensure alignment and engagement between the Comms team and Theme Camp contacts
- RedMV - ensure alignment between theme camps with mutant vehicles and RedMV
- FART - ensure alignment between theme camps with fire art and FART
- Entry - work with Ticketing/Gate to manage early entry placement for theme camps and directed ticket sales

**Time/Dates Required:**

- Year round: 2 hours per week (on average)
- May-August: 4-6 hours per week
- On-site pre-event: approx 6 hours per day for 4 days
- On-site during event: approx 6 hours per day for 2 days

### **Duties/Responsibilities:**

- Undertake tasks as directed by the Team Lead, to achieve the event planning and execution, which may include:
  - Inbox management
  - data entry of theme camp applications
  - identify and clarify application information
  - processing theme camp grants
  - preparing summary reports and extract of information and data
  - providing data to other departments as requested
  - on-site theme camp site location marking
  - engaging and liaising with theme camps on arrival and during the event
  - assessing theme camp operations during the event
  - monitoring theme camp departure and assisting the MOOP team
- Collaborate with Burning Seed Leadership Group
- Ensure timeliness and responsiveness across all operational and project work
- Available on-site during the event to respond to crew needs as required

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

- Detailed understanding and familiarity with Burning Man Ten Principles
- Strong Document, Spreadsheet, Email skills (preferably Microsoft or Google)
- Reliable computer, mobile phone and internet connection
- Flexibility to address ad-hoc requests at short notice
- Time management - work planning and ability to stick to deadlines
- Ability to work collaboratively in a team and community environment

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

- Participation at one or more Regional Burns
- Effective stakeholder management skills
- Project/Event management support experience
- Leadership - interested and aspires to future event leadership opportunities

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

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