

**Role Title:** DESIGN TEAM LEAD

**Team:** Comms / Design Team

### **Overview of Team**

The Design Team (Comms) are responsible for the creative design projects for Burning Seed. These include design projects for the Burning Seed theme, temple design, social media pages, website content and publications. The team consists of a Team Lead and contributors as required.

### **Role Purpose:**

To role of the Design Team Lead is to lead, coordinate and deliver design projects to support the Burning Seed event. The Design Team Lead will work in collaboration with the other Comms Team Leads and reports to the Comms Facilitator.

### **Direct Reports:**

- Design Team members and contributors as required and identified

### **Overall Team Responsibilities:**

- Managing the Event Theme Design and Temple Design for the Burning Seed event.
- Designing and applying the Event Theme Design to a range of publications including the WWW, Survival Guide, Site Map and more.
- Designing banners, images, videos and other media for the Burning Seed website, social media pages and blog posts.

### **Key Deliverables of Role:**

- Develop and manage the submission and selection process for the Event Theme Design and Temple Design.
- Provide or secure the necessary skills and support for publication projects which require design input or design work, including the Survival Guide, What Where When, Sitemap and Afterburn Summary.
- Have a good level of understanding and experience in Adobe InDesign as most of our publications and projects are created in this application.
- Provide support for ongoing, ad-hoc and longer term projects requiring design input - for instance including application of basic Theme Design to event collateral; design input to website and social media; development of a Burning Seed logo and identity.
- Establish, maintain and promote collaborative working relationships and be a great representative for the Comms Team internally and Burning Seed externally.
- Ensure delivery of accurate, timely and high quality information and materials
- Contribute to a team culture that is supportive, respectful and collaborative.

**Key challenges:**

- Operates in a volunteering environment - individual commitments can be irregular and this can present issues for deadlines and delivering end to end projects;
- Not for profit organisation = very limited budget - can be difficult to source and or deliver high quality materials;
- Managing contentious issues - applying diplomacy, confidentiality and sound judgment to advise on sensitive or controversial issues, with appropriate response;
- Effective prioritisation and resource allocation to ensure quality communication services for Seed organisation and individual Team Leads.

**Time Commitment:**

- Between 2-4 hours a week mid October to end July, increasing from August to end September to between 4-8 hours a week or more. On call shifts on-site.
- Project or Area Lead for any given year must attend Burning Seed in that year.

**Agreed by:** Andy Goodyear aka Twinkle Toes (Comms Facilitator)

**Approved by:** Andy Goodyear aka Twinkle Toes (Comms Facilitator)

**Filed with Crew Wranglers:** 24 January 2018