

Role Title: Packdown Manager

Team: Pack Down

Department: Operations

Role Summary/Purpose:

To oversee the process of storing, and creating inventory lists of all of Burning Seeds infrastructure.

Team Description:

The Packdown team remains on site after the event and ensures all of Burning Seeds infrastructure is correctly inventoried and stored. This is to help the efficiency of set up the following year, ensure that equipment is stored in a way it doesn't get damaged, and aid DPI's ability to make purchasing decisions based off the inventory lists created.

Major team projects for 2018:

- Work with DPI to create permanent shelving in some of the Sea Containers to aid with the storage of large bulky items such as marquees, star pickets, generators etc.
- Create a standardised inventory list template and storage procedure to share with all Team Leads who has Burning Seed equipment that is stored on site
- Ensure all equipment stored in Sea Containers are safe for transport to new site
- Work with DPI to create 'container maps' to be located on the inside doors of the containers
- Calculate an estimated weight of each of the containers for shipping

Working relationships:

- Operations Manager
- DPI
- Onsite Team Leads

Time Commitment/Dates required:

- **Year Round:** 1-5 hours a month 3 month prior to event
- **On Site:** At least 1 week pre event and 1 week post - 3 weeks total
- **Post-event:** 1-5 hours a week for a month

Duties/Responsibilities

- Work with DPI lead to create a storage plan and breakdown schedule for structures on site to minimise double handling
- Ensure equipment is stored correctly in the right containers in the most efficient way possible
- Ensure inventory lists are being properly created by team leads
- Discard any unneeded items

Key challenges

- Personal and crew fatigue post event
- Quantity and variety of equipment to be stored
- Liaising with a large quantity of team leads post event
- Making sure it all fits!

Necessary Qualities, Knowledge and Experience:

- Excellent organisational skills and attention to detail
- Ability to work in a team environment
- Ability to maintain the larger picture in your mind and pack accordingly
- Patience and endurance

Desirable Qualities, Knowledge and Experience:

- Previous experience on a Burning Seed or similar pack down
- Logistical experience
- Physically fit

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

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