

Role Title: PUBLICATIONS LEAD

Team: Comms / Publications

Overview of Team

The 'Publications' Team are responsible for creating and updating various Burning Seed publications, especially in the lead up to Burning Seed and the months after the event.

Role Purpose:

The role of the Publications Lead is to manage various Burning Seed publications including the Survival Guide, What Where When Guide, AfterBurn Report and others as identified. The Publications Lead manages the event submission process for the What, Where, When Guide and works with internal teams to ensure the key content in the Survival Guide and What, Where, When are up to date. Publications may either be published online, in print or both.

The Web Content & Design Lead works closely with the Design Lead and Comms and Engagement Team to ensure the community is aware of all updates and publications.

Direct Reports:

- Support for the WWW and events submission as required

Key Deliverables of Role:

- Establish, maintain and promote collaborative working relationships with Burning Seed Team Leads and their teams to promote identified initiatives;
- Work closely with the Design Team Lead providing updated content for publications;
- Work with internal teams to update the key info in the Survival Guide and WWW Guide;
- Manage the event submission process for the What, Where, When Guide and prepare the information ready for publication;
- Liaise with external printers for printing of the WWW event guide, wristbands, posters and other material as required for onsite;
- Ensure publications are completed to deadlines and information is made available via the Burning Seed website;
- Collate information from Facilitators to publish the AfterBurn report each year;
- Ensure delivery of accurate, timely and high quality publications
- Represent Burning Seed to external audiences as delegated by the Event Coordinator, Comms Facilitator and Burning Seed Town Council.
- 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;
- Effective prioritisation and resource allocation to ensure quality communication services for Seed organisation and individual Team Leads.

Time Commitment:

- Between 5-10 hours a week from June onwards increasing as required to meet deadlines.
- Publications 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)

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