



ROLE DESCRIPTION

Role Title: Art Grant Selection Committee Member

Team: ARTery

Department: CURATION, ARTS & CULTURE

Role Summary/Purpose:

The Art Grant Selection Committee (AGSC) meet up to three times a year via conference calls to determine the budget and recipients of Burning Seeds art grants and to select the three finalists for the Temple.

Major new team projects for 2018:

- Refine selection and internal survey processes (was not used in 2017 due to low volume)
- Make recommendations for adjustments to overall Artery policies for 2019

Working Relationships:

The AGSC informs the ARTery team of their decisions but are not responsible for contacting or liaising with the artists.

Time/Dates Required:

Mar-July: 10-18 hours total: see chart below for decision dates

- 3 x preparation for grant meeting: 1-4 hours to review each segment, potentially 40+ applications and fill out the AGSC ranking survey for large and small grants
- 3 x conference call meetings to review grants (Large, Small and Temple E.O.I): 1-3 hours long
- Email discussion for E.O.I, Kids and Riverina grants unless a large number of applications are received

<u>Type</u>	<u>Open</u>	<u>Closed</u>	<u>AGSC Decision</u>	<u>Announcement</u>
E.O.I	12-Feb-18	11-Mar-18	12-18 March	19-Mar-18
Large	1-Mar-18	6-May-18	7-20 May	21-May-18
Small	1-Mar-18	10-Jun-18	11-31 June	1-Jul-18
Temple EOI	12-Feb-18	11-Mar-18	12-18 Mar	19-Mar-18
Temple Final 3*	20-Mar-18	15-Apr-18	23-Apr-18	25-Apr-18
General Reg	1-Mar-18	15-Jul-18	N/A	N/A
Kids Grant	1-Mar-18	15-Jul-18	15-23 Jul	23-Jul-18
Riverina Grant	1-Mar-18	15-Jul-18	15-23 Jul	23-Jul-18

Legend: Yellow highlight = conference call meeting, Beige highlight = email decision

*Temple Final Decision made by Burning Seed Facilitators

On site: no on site duties

Duties/Responsibilities:

- Review all applications submitted to the ARTery Department and rank them using the survey tool to pre-select top projects to review in the decision meeting
- Participate in AGSC meetings (conference calls and via email), typically one per grant cycle (E.O.I, Small, Large, Riverina and Kids Grants) where the following decisions are made
 - Determine the budget breakdown for large and small grant allocations based on the overall ARTery budget (as assigned by the Burning Seed Town Council and Facilitators)
 - Using a consensus decision process and following current ARTery policies determine the recipients of ARTery Grants; E.O.I (\$2-500) Large (\$1,001 - \$5,000) and Small (under \$1,000)
 - Select projects to be given grant money and specific amounts to be designated per project as based on ARTery Policy
 - Make recommendations regarding projects for Artist Liaison to follow up with artists
 - Maintain privacy regarding applications including but not limited to budgets submitted, grant amounts awarded and discussions between committee members
- Review all applications for the Temple and using a consensus decision process to determine the final three applications to move from the E.O.I. stage to the second round of applications.
- Assist in the selection of new AGSC members based on applications received from current team leads/Burning Seed Town Council and Community Members

Necessary Qualities, Knowledge and Experience:

- Keen interest in the art of Burning Seed
- Previous attendee of at least one Burning Seed event
- Able to assess overall viability of projects in terms of production, budget and strength of concept
- Able to work using a consensus decision making process with other committee members
- Thoroughness, competence and the ability to work well with others are all assets for this role
- Able to maintain confidentiality

Desirable Qualities, Knowledge and Experience:

- Previous experience working on an art grant committee
- Previous high-level team experience at Burning Seed or another art based festival/organisation
- Previous experience as an artist or project manager for build projects
- Understanding of budgeting and inter-related finances
- Attended Burning Man or other regional events

Notes

- The committee should include a minimum of 5 and a maximum of 9 members who are either on the ARTery team or active at a team lead or council level within the Burning Seed organisation or an invested Community Member with the relevant experience
- When considering the AGSC mix of members is beneficial to have at least members who have specialised competencies and can assess application's;
 - Material costs and accuracy of materials budgets
 - Engineering and mechanical plans in terms of risk and safety
 - Ability to deliver based on project scope and timeline
 - Flame effects and burnable art capabilities and safety processes
 - And members who can inspect projects in person in Sydney and Melbourne
- The ARTery team lead and 2-I-C participate as two members of the AGSC
- Previous ARTery team members, may sit on the committee for one year post resignation from the team or longer if they are active in the council or another team within the Burning Seed organisation
- The team shall work using a consensus process to make decisions however if consensus cannot be reached on a particular application a vote shall take place which is why an odd number of team members is desirable.
- All Committee Members must follow the Artery Policies regarding decision making and abstain from conversations and decisions regarding projects that they are involved with or that have been submitted by a family member or partner.

How to Join: Email jointhecrew@burningseed.com. Please share a little of your previous experience and why you are interested in this position.

Version and revision date: v1 2018 (updated by Stephanie 16-Mar-18)