

**Role Title: TEAM LEAD**  
**Team: Traffic & Placement**  
**Group: Entry**

**Role Summary/Purpose:** To manage a team of directional, wayfinding and placement people who man the roads within the event to direct arriving participants towards appropriate places to camp.

**Major team projects for 2018:** Create role, recruit and lead team

**Working Relationships:**

- Entry Facilitator
- Gate and Greeters Leads
- Artery, Theme Camps - understand how their placement works
- Town Planner

**Time/Dates Required:**

**Year round:** 1 hours per week (on average)

**August-September:** 1 hours per week (communicating with recruits)

**On site:** from day prior to gates opening, 10am-midnight weds and thurs, then work out key times with Gate until Saturday noon

**Duties/Responsibilities:**

- Work out how camping area capacities will be monitored and relayed to all on shift placement helpers (prob via radio really)
- Coordinate logistics and communication between placement people on shift, and ensure accurate info handover at shift change (Conduct shift change at Greeters Station)
- Create team management plan, including safety planning and budget
- Keep the placement people safe
- Submit afterburn report on time & attend Summit to deliver afterburn report
- Manage Traffic & Placement crew roster
- Attend Summit (generally last weekend of November)
- Provide leadership and strategic direction for the Traffic & Placement team
- Liaise with Crew Wranglers to recruit Traffic & Placement crew
- Attend Entry Team meetings as required

**Necessary Qualities, Knowledge and Experience:**

- Leadership and team management
- Attended Burning Seed before & strong Burning Seed site knowledge and experience
- Calm under pressure
- Desire to serve the burner community
- Access to a computer and the internet
- Strong communication skills, especially in an online environment

- Ability to:
  - read and create maps well
  - communicate well with others
  - take the lead in a group of peers
  - think creatively to find solutions

**Desirable Qualities, Knowledge and Experience:**

- Safety (including traffic) knowledge

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

**Version and revision date: v2 (November 2018)**