

Role Title: Crew Coordinator
Team: ARTery
Department: CURATION, ARTS & CULTURE

Position Filled by:
Updated: 21-Jan-18

Role Summary/Purpose:

Manage, coordinate and thank the ARTery crew from induction to on-site shifts

Major team projects for 2018:

- This is a new role so the major project will be to review this role description at the end of the 2018 event and update/refine the role description
- Consider distributing thank you cards to team members

Working Relationships:

- On-Site Coordinator: report to the OSC and work with them to determine the crew needs in order to fill Concierge and Shift Lead roles during the event
- Crew Wranglers: liaise with the CW team to fill crew vacancies
- ARTery Team Lead: work with the TL to develop a budget for schwag

Time/Dates Required:

April round: .5-1 hours per week (on average) from April onward

August-September: 1-3 hours per week

On site: from 1 approx to 5 hours per day depending on shifts

Post Event: 2-3 hours to prepare reports

Duties/Responsibilities:

- Manage ARTery crew including assessing needs, filling vacancies, welcoming new team members and developing on-site shift roster
- Update the ARTery crew manual and deliver training sessions pre-event and on-site as needed
- Coordinate crew early arrival list and distribution of passes
- Purchase and deliver schwag to ARTery crew members

Necessary Qualities, Knowledge and Experience:

- Understanding of the art of Burning Seed and previous attendance of at least one event
- Able to communicate clearly in a welcoming way to send out emails and deliver training sessions
- Able to respond to emails in a timely manner
- Able to edit documents and communicate policy
- Not afraid of minor bureaucracy and keeping records using Google Drive and Volcor (online crew management system)

Desirable Qualities, Knowledge and Experience:

- Previous volunteer management experience
- Previous experience creating policy and process documents or crew manuals
- Mediation skills: ability to be tactful and have care and compassion for crew members when conflict arises