

**Role Title: Crew Wrangler - onsite crew**

**Team: Crew Wranglers**

**Department: Crew Department**

**Role Summary/Purpose:** The Crew Wranglers help people get their particiPANTS on! Burning Seed is 100% participant driven and our job is to link up willing community members with the various Seed Teams, taking into account individual skills, interests and capacity. The Crew Wranglers have a dedicated crew booth at Centre Camp called the Part!c!pat!on Stat!on (there's no "i" in Part!c!pat!on!), where people come to find out about how they can get involved and contribute to the running of Burning Seed. We are looking for Crew Wranglers to man the booth - providing information and allocating people to teams as required. There are two Crew Wranglers at the booth per shift. The role may also involve roaming the paddock to wrangle crew as required. Children are welcome to crew with their guardian/s.

**Working Relationships:**

- Crew Wrangling Team Lead, 2IC and Part!c!pat!on Stat!on Coordinator
- All teams - crewing needs, issues/concerns/assistance required with managing crew

**Time/Dates Required:**

**Year round:** n/a (but if you are interested in helping year-round please let us know!)

**August-September:** perhaps a meeting/phone call pre-event

**On site:** Ideally 2+ shifts at the booth (approx 3-4 hours per shift).

Onsite from one (1) day before the event starts up to one (1) day after the event finishes (negotiable). Shifts to be rostered and shared between all members of the Crew Wranglers team.

**Duties/Responsibilities:**

- Provide a physical presence at the Part!c!pat!on Stat!on at Centre Camp
- Answer questions from people about crewing - including what the different teams do, which teams need crew, how they can get involved (during event, post-event, and year-round)
- Listen to radio and respond to requests from Team Leads that require immediate crew assistance
- In the event that a team/shift lead requires immediate extra crew, roam the Paddock to identify available participants and allocate them as required
- Assist with paperwork (e.g getting new crew to sign in, etc)
- Undertake tasks as directed by Team Lead

### **Necessary Qualities, Knowledge and Experience:**

- Clear understanding of the various Seed teams and their specific functions
- Knowledge of each team's base location onsite - e.g. Ranger HQ, Gate house, Greeters, etc
- Understanding of the skills required for each crew, and ability to match these with potential participants
- Desire to serve the burner community
- Approachable, warm and friendly demeanor

### **Desirable Qualities, Knowledge and Experience:**

- Crewed at a Burn before, preferably Burning Seed
- Familiarity with the various Seed crews and team leads

*Don't worry if you don't already have some of the required knowledge about teams/locations, etc - we'll bring you up to speed and provide you with a cheat sheet!*

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

**Version and revision date: v2.1 (24 January 2018)**