

**Role Title: Sanctuary Project Officer**

**Team: Sanctuary**

**Department: Site Safety**

### **Team Description**

Transformational festivals such as Burning Seed often involve radically new experiences, the dissolution of common boundaries, and other challenging stimuli.

Sanctuary exists to provide participants a safe, welcoming space where they can access support if they are feeling overwhelmed, partied out, anxious or are having a difficult experience. We also provide information about safer safer drug use. Sanctuary also provides a quiet, low stimuli, space where patrons can be helped through more difficult experience.

The Sanctuary has underpinnings in harm reduction and is a non-judgemental space.

The Sanctuary team works in conjunction with Red Earth Rangers, PEER Rangers, Medical, and Security Teams to provide assistance to participants that need a calm, safe place.

### **Role Summary/Purpose:**

A motivated person prepared to take on tasks which help land Sanctuary on the paddock in a prepared, organised and safe state. Works together with Sanctuary TL, 2iC and other Project Officers to help motivate each other to achieve their goals.

Sanctuary Project Officers report to the Sanctuary TL/2iC.

### **Working relationships:**

- Sanctuary Leads, Project Officers

### **Time Commitment/Dates required:**

- **Year Round:**
  - Adhoc Sanctuary team meetings
  - + time per week depending on tasks committed to

### **Duties/Responsibilities**

- Take on tasks and see them through to completion (or properly handed over)  
Refer to Section B on [Section B](#)

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

- Passion
- Patience
- Radical self-reliance

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

- Harm reduction experience at festivals
- 'Space Holding' experience & training
- 'Trip Sitting' experience and training
- Volunteer group management experience

## **Section B**

### **Schwag**

- Come up with ideas- 3 or 4 would be great, ones that can be combined are even better. E.g. stick sticker onto notebook, water bottle etc...
- Decide on options with TL/2iC etc.
- Get costings
- Order & receive
- Make/ fabricate/ assemble as required (request team assistance if necessary)
- Help distribute & track distribution
- Work with Crew Wranglers for ordering if necessary
- Effort / time
  - Staying in touch- weekly email checking & status updates
  - Aim to receive goods 6 weeks prior to event
  - Minimum hours effort guidance:
    - 5 min per email check
    - 1hr per meeting if required
    - 2hrs brainstorming ideas
    - 1hr research per idea
    - 1hr per order process
    - 30min per order collection
    - 30min per order transfer to whom takes it to site (if required)
    - 2hrs distribution & tracking
    - 1hr to write a paragraph about schwag for the After Burn Report

### **Comms & Social Media**

- Source public messaging content for HR, safe partying, consent
- Source team messaging content of more in depth HR, sitting, mindfulness & self care
- Moderate/ admin FB group & page
- Collaborate with PEER & Comms
- Collaborate with TL&2iC, target topics, updating volunteers
- Effort / time
  - Staying in touch- weekly email checking & status updates
  - Aim to have 1 or 2 public blog posts on relevant topics
  - Aim to have regular posts to the volunteer community year round to maintain connection
  - Minimum hours effort guidance:
    - 5 min per email check
    - 1hr per meeting if required
    - 10 min per social media check (requests, moderation, etc. )
    - 2hrs brainstorming
    - 1 hour per post to either public or volunteers

- 1hr to write a paragraph about Comms & Social Media for the After Burn Report

**Volunteer Management**

- Collaborate with TL&2iC, schedule design, rostering, volunteer vetting
- Manage/ respond to volunteer emails
- Identifying candidates for directed tickets
- Communicating early arrival and leave leavers details to TL/2iC & update into the Google drive spreadsheet
- Manage Volcor
- Effort / time
  - Staying in touch- weekly email checking & status updates
  - Expect greatly elevated effort leading up to the event, ensuring volunteers have tickets, know when they need to arrive, are on the early entry/ late leave lists.
  - Minimum hours effort guidance:
    - 5 min per email check
    - 1hr per meeting if required
    - 1hr to write a paragraph about Volunteer Management for the After Burn Report
  - Peak effort is roughly 15 days ahead of event- up to 2 hours a day! There is no way round this until we can teach vols to self serve and be more self-reliant

**Logistics**

- Inventory management
- Quantity estimation
- Packing & shipping to/ from site
- Collaborate with TL&2iC, site design, bump in, pack down etc.
- Effort / time
  - Staying in touch- weekly email checking & status updates
  - Expect greatly elevated effort leading up to the event, ensuring equipment is ready to be transported to site.
  - Minimum hours effort guidance:
    - 5 min per email check
    - 1hr per meeting;  
expect meetings to be monthly from April to August and fortnightly (or as required) from August, leading into the event.
    - 1hr to write a paragraph about Logistics for the After Burn Report
  - Peak effort is roughly 7 days ahead of event and 1-2 days afterwards. I can't suggest accurate hours of effort amounts sorry.

### Procurement

- Researching products
- Finding vendors
- Seeking quotes
- Inventory replenishment
- General purchasing [who pays? Not everyone can afford to float expenses]
- Reimbursing payments (most payments will be too small to have Seed Org addressed invoices)
- Collaborate with TL&2iC, particularly around approval to purchase.
- Effort / time
  - Staying in touch- weekly email checking & status updates
  - Minimum hours effort guidance:
    - 5 min per email check
    - 1hr per meeting
      - expect meetings to be monthly from April to August and fortnightly (or as required) from August, leading into the event.
    - 1hr to write a paragraph about Procurement for the After Burn Report
  - Peak effort would be between April and August. It really depends on what we need to source and where it is coming from.

**How to Join:** Complete a registration form found on the [Burning Seed website](http://Burning Seed website), or contact Crew Wranglers at [jointhecrew@burningseed.com](mailto:jointhecrew@burningseed.com) with any questions.

**Version and date: v2 (25 March 2019)**