

**Role Title: Concierge & Placement Team Members**

**Team: ARTery**

**Department: CURATION, ARTS & CULTURE**

**Updated: 9-Apr-18**

**Role Summary/Purpose:**

To help run the ARTery department on site at with a focus on artist check-in, placement and registration.

Concierge staff are expected to attend an online training sessions (in person in Melbourne) and familiarise themselves with the documents, processes and procedures of the department pre-event. Training sessions will take place in August and September depending on team numbers.

Concierge staff may wish to increase their commitment to the ARTery department and join the ARTery council when roles become available or join the Art Grant Selection Committee which requires year round participation/monthly meetings January to September and some reporting.

**Major team projects for 2018:**

Training up more shift leads and senior team members as 2017 was the first year we had concierge.

**Working Relationships:**

**WHS:** Work with the WHS Safety Lead to ensure that all funded art projects have submitted the required Risk Registers and attend Site Safety briefings pre-event as required

**Fire Art Resource Team (FART):** Work with the FART team to ensure that fire and flame effect pieces go through the required sign off process. Log updates from the FART team regarding burn approval and update the fire schedule with burn times

**DPI:** Act as dispatch when grant artists request heavy machinery and need to talk with the Art Support Liaison

**Photographers:** Check in photographers who will be shooting art for the ARTchive

**Time/Dates Required:**

**August to September:** Up to 4 hours per month (team meetings, trainings & reading)

**On site:** The ARTery is open from pre-event Sunday to post event Tuesday from 10 a.m. to 4 p.m. split into two 3.5 hour shifts per day

**Duties/Responsibilities:**

Assist with:

- On site artist management including;
  - placement of all pre-registered art on site
  - checking in AND out of all grant projects including post event site inspection
  - on site art registration and placement for walk-in art
  - updating the on site map with current locations
- Working in the ARTery HQ to answer questions from participants and artists

- Assist with art tours, talks and other social functions of the department
- Updating the What's Happening board to include new art piece events (ex: burns, fire shows, parties etc.)
- Register photographers working to shoot the art assigning quadrants/art areas for full coverage of the event
- Act as dispatch when artists request heavy machinery and need to talk with the Art Support Liaison
- Give feedback regarding their role and the event for the ARTery's Afterburn report

**Necessary Qualities, Knowledge and Experience:**

- An interest in the art displayed at Burning Seed that focuses on participatory large-scale installations.
- A commitment to excellent service even though it's a volunteer job.
- An eye for detail and willingness to follow procedures and provide feedback at the end of the event.
- Thoroughness, competence, honesty and an outgoing personality are all assets for this role.

**Desirable Qualities, Knowledge and Experience:**

- Previous attendance at Burning Seed one year.
- No specific experience required just a willingness to help artists.