

**Role Title: Team Lead**  
**Team: ARTery**  
**Department: CURATION, ARTS & CULTURE**

**Position Filled by:**  
**Updated: 15-Aug-18**

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

Oversee the overall operations and ARTery team including the ARTery council, Art Grant Selection Committee and On-Site Concierge staff. Oversee all art programs including E.O.I, Temple, small, large, kids, riverina grants, general art registration. Act as the department financial controller developing and managing the overall budgets including grant distribution and on-site budget. Develop the overall timeline for key events. Ensure that major duties assigned to the ARTery council members are being completed thoroughly and correctly.

### **Major team projects for 2018:**

- Review previous budget allocations and prepare a report for additional funding
- Review last year's remaining budget and determine if E.O.I grant program is feasible and implement the new program
- Do further outreach in the Riverina area to promote local art grants
- Recruit and onboard new crew roles: [Crew Coordinator](#), [Social Media Blogger](#) & [ARTchivist](#)
- Refine process of Artist Support and working with DPI

### **Working Relationships:**

-Oversee and work with the the ARTery council team members which consists of

- [Artist Liaison](#)
- [On-Site Manager](#)
- [Art Support Liaison and ASS team](#)
- [Finance Lead](#)

To develop policies, process, forms, procedures and support them in their duties and in managing their assistant crew members

- Participate as a member of the [Art Grant Selection Committee](#)
- Manage and inform the [Social Media Blogger](#) & [ARTchivist](#) assisting them and providing access to key documents and when required
- With the Department of Infrastructure (DPI) and the Site Manager for artist support
- Legal and WHS teams to ensure compliance of key regulations
- Comms team to assist with publishing major ARTery content
- Crew Wranglers to fill team vacancies

### **Time/Dates Required:**

**Year round:** 2-4 hours per week (on average)

**Deadline Times:** *more like 6-8 hours a week*

**mid-January (2 weeks)** to get the website updated, grant schedule sorted, budget reviewed, Art Grant Selection Committee organised, meet with

**mid-May- and mid-June (1 week):** participate in the [Art Grant Selection Committee](#)

**Peak Times:** can be up to 12-20 hours a week and may impact work days

**August (all month):** prepare the team training manual and deliver the concierge training, allocate directed tickets, sort early entry passes for team and artist, make sure \*all the things\* are happening, submit WWW, complete placements

**September (all month):** Finalise all outstanding pre-event paperwork, printing, supply acquisition and any last minute issues

**On site:** Pre-event a few days work to assist in setting up the ARTery, if available.

During the week shifts as you feel like doing, the majority of this should be handled by the [On-Site Manager](#) and the general [Concierge Crew](#)

### **Duties/Responsibilities:**

- Ensure that major duties\* assigned to the ARTery council are being completed thoroughly and correctly assisting with troubleshooting and removing roadblocks
- Manage the [artery@burningseed.com](mailto:artery@burningseed.com) in box and respond to all queries
- Oversee the updating of key dates, process and grant applications working closely with the Artist Liaison
- Manage the ARTery shared team drive ensuring privacy protocols are followed and key documents are stored correctly
- Review previous year budget to prepare for the next year and work with Facilitator to request additional funds if required
- Develop the overall timeline for key events and communications and distribute workload across the team as appropriate
- Continue to develop the art programs including E.O.I, Temple, small, large, kids, riverina grants and general art registration, reviewing timelines and incorporating feedback from the post-event artist survey to improve timelines and outcomes
- Understand legal, insurance and WHS risk within the art program and work with these teams to manage and reduce risk and promote compliance
- Ensure overall financial compliance for all programs and for ARTery HQ including team schwag
- Update the Survival Guide or any official comms (as requested) with key information about the ARTery
- Responsible for the ARTery Afterburn report; contributing content and ensuring key team members also contribute
- Attend the annual leadership summit at the end of November
- Prepare statistics and reports looking at the number of grants, average amount of support, location etc.
- Review and work with team members to update their position descriptions on an annual basis and recruit for upcoming vacant roles
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Duties which could be handed off to other team members

- Management of the Temple process from initial call out through to first round selection
- Management of the Temple contract and budget
- Develop and present information on the art grant program at Info nights in January in Sydney and Melbourne
- Requesting and distributing directed tickets for artists, ARTery crew and Temple
- Manage WWW entries including confirming with artists and sending to Comms
- Printing of the large site map (blank to allow for labels to be applied on site after actual placement)

- Oversee the management of any outlier requests working closely with the Art Support Liaison to assist with on site support including burn requests, heavy machinery, electrical, WHS concerns
- Manage the ARTery facebook page and other social media channels and ARTery pages on the Burning Seed website
- Order ARTery themed stickers
- Order team schwag including sourcing, design, type and distribution
- Manage printing of the art info sheets for on site registration
- Create and manage small, large and temple facebook events
- Manage and distribute application info for Kids' and Riverina grants
- Arrange and manage group transport for artists (two years from Melbourne) including info gathering and all communication to artists
- Acquisition/ordering of supplies/HQ tent from DPI pre-event
- Oversee development and running of the art tour
- Ordering combined LPG for all artists through AgVet in Matong
- Organising and coordinating the invite to the Tuesday night Artist party (pre-event)

\*Major duties whose responsibilities are under other team members but overseen by the Team Lead

- Distribution, Management and Acquittal of E.O.I, small, large, Riverina, Kids and Temple grants
- Management of on-site concierge crew from onboarding to training and on site shifts including assisting with Volcor (online CRM for crew)
- Payment of all grants in a timely manner and the correct amounts via Xero
- WHS compliance including risk registers from all grant artists, setting up induction meetings and on site inspections pre-event
- Contract acquittal: ensuring compliance of all requirements including photo submission, LNT, survey before final 20% payment is made

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

- Highly organised
- Able to work independently and communicate to team members when unavailable or struggling
- Ability to work independently as well as within a small selection committee
- Capable of handling a divergent workflow and unique tasks that may require out of the box problem solving
- Able to manage volunteer crew, mediate disputes and organise workflow
- Process oriented (or at least not process averse)
- Clear and concise email communication
- Excellent time management and an awareness of deadlines and dates
- Proficient in Google Drive and management of shared drives

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

- WordPress: able to update basic pages using a WYSIWYG
- Some background in managing financial processes, able to use Excel/Google Sheets
- An understanding of Seed's calendar of events leading up to the event and an awareness of deadlines associated with it
- Ability to assess art proposals, based on past experiences and festivals.
- Familiarity with Burning Seed team leads structure

- Familiarity with the Matong site