

Role Title: Pack Down Lead

Team: DPI

Department: Operations

Role Summary/Purpose:

The role of the Pack Down Lead is to coordinate teams to disassemble and pack away all Seed infostructure. Cataloguing and recording tools, organising the moving and maintaining containers to long term storage positions.

Major team projects for 2019:

- Packing of new infostructure
- Review current storage solutions and see if there are better options
- Efficiently coordinating volunteers to get us off-site as early as possible

Working relationships:

- DPI Lead
- Temple Lead
- Effigy Lead
- Sanitation Lead
- *Trash Bags* Lead (or whatever they end up being called)
- Onsite Team Leads

Time Commitment/Dates required:

- **On Site:** Approx 5 Weeks

Duties/Responsibilities

- Observe pack in to learn existing procedures
- Organise teams to disassemble infostructure
- Inspect burn and build areas to ensure completely clear
- Organise teams to pack all info structure into containers
- Catalogue tools as packed and record where things are stored for ease of pack in access
- Supervise moving of containers to long term storage

Key challenges

- Keeping the team motivated after the party
- Communicating between multiple teams
- Long time on site

Necessary Qualities, Knowledge and Experience:

- Must have experience on site DPI
- Preferably there for Pack in to learn existing systems

- Strong leadership qualities
- Physically fit
- Good organisation and attention to detail

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

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