

Role Title: Operations Facilitator 2IC

Department: Operations

Team Description

Operations is the umbrella department that coordinate all the onsite infrastructure including DPI, Effergy, Temple, Fri burn, Kitchen, Sanitation, LNT, Town planning and pack down crews.

Role Summary/Purpose:

Operation Facilitator 2IC is responsible for assisting with the coordination and approval of hire equipment and contractors to site. They also work with the team leads to make sure they are supplied with the equipment they need and reviews the budgets for each team and makes sure receipts are accounted for and act as site manager on-site during the build.

Major team projects for 2019:

- Approve CAPEX budgets
- Approve new vendors
- Facilitate teams needs
- integrate new WHS requirements

Working relationships:

- Pair support with town council
- Teamwork other facilitators
- Leader and support for team leads under ops umbrella

Time Commitment/Dates required:

- *Year Round:* ½ a day a week from five months out plus year-round meetings
- *On Site:* 6 weeks
- *Post-event:* ½ a day a week from five months out plus year-round meetings

Duties/Responsibilities

- Approve contractors
- Approve budgets
- Facilitate teams needs
- Make sure teams are reconciled receipts
- Site manager during build

Key challenges

- Working with and encouraging new team leads
- Longtime onsite
- Pressure to stay within budgets
- Problem-solving

Necessary Qualities, Knowledge and Experience:

- Computer literate
- Ability to lead teams
- Organisation and forward planning

Desirable Qualities, Knowledge and Experience:

- Awesomeness
- Knowledge of google docs and xero accounting system

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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