

Role Title: Part!c!pat!on Stat!on Crew

Team: Civic Services

Department: Curation, Arts & Culture

Role Summary/Purpose: The Part!c!pat!on Stat!on (there's no "i" in part!c!pat!on!) is a space located near Centre Camp where Burning Seed participants can come and find out general information about the event, learn about crewing and sign up for shifts, and drop off or pick up lost property. Part!c!pat!on Stat!on crew maintain the space, answer participants' questions, and maintain the lost property register. Shifts will be in pairs or threes so get your friends to sign up!

Working Relationships:

- Reports to Part!c!pat!on Stat!on Lead
- All teams - crewing needs, issues/concerns/assistance required with managing crew

Time/Dates Required:

Year round: n/a

August-September: Perhaps a meeting/phone call pre-event

On site: Ideally 2+ shifts at the booth (approx 3-4 hours per shift).

Duties/Responsibilities:

- Provide a welcoming, physical presence at the Part!c!pat!on Stat!on
- Provide participants with general event-related information and answer questions
- Answer questions from people about crewing - including what the different teams do, which teams need crew, how they can get involved (during event, post-event, and year-round)
- Maintain computerised lost property register and ensure valuables are stored securely
- Maintain WWW database and assist people in how to search it. Eg Adding, Editing or Removing events as changes are needed.
- Encourage keen participants to sign up for shifts to fill shift gaps in rosters
- Listen to radio and respond to requests from Team Leads that require immediate crew assistance
- In the event that a team/shift lead requires immediate extra crew, roam the Paddock to identify available participants and allocate them as required
- Assist with paperwork (e.g getting new crew to sign in, etc)
- Undertake tasks as directed by Team Lead

Necessary Qualities, Knowledge and Experience:

- Read, write English and basic computer usage.
- Clear understanding of the various Seed teams and their specific functions (don't worry you'll receive training!)
- Knowledge of each team's base location onsite - e.g. Ranger HQ, Gate house, Greeters, etc

- Understanding of the skills required for each crew, and ability to match these with potential participants
- Desire to serve the burner community
- Approachable, warm and friendly demeanor

Desirable Qualities, Knowledge and Experience:

- Crewed at a Burn before, preferably Burning Seed
- Familiarity with the various Seed crews and team leads

Don't worry if you don't already have some of the required knowledge about teams/locations, etc - we'll bring you up to speed and provide you with a cheat sheet!

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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