

**Role Title: IT Wiz**  
**Team: Admin**  
**Department: Engine Room**

### **Team Description**

The Admin Team are the paper pushers, the organisers, the framework on which the dreamers, artists, and raw muscle build Burning Seed.

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

As Burning Seed operates year round in a very distributed fashion, with crew across Australia and the world, we rely heavily on online communication and other software tools to plan and organise the event. We need a dedicated IT Wiz to help manage our systems to ensure all departments can operate as efficiently and effectively as possible. Our onsite technology needs also continue to grow and so the IT Wiz will work with DPI's Master of Tech to deliver reliable services to our teams across the paddock.

### **Major team projects for 2020:**

- Review Burning Seeds current suite of apps (GSuite, Slack, Zoom, Trello etc.) to ensure we are getting the right balance of features v costs
- Improve integration between apps to help streamline processes and reduce the workload of all teams
- Review how data is stored with a particular focus on privacy and security
- Understand the IT requirements for all onsite locations (Woop Woop, Gate etc.) and work with DPI to deliver the right solutions

### **Working relationships:**

- Admin Team Lead
- DPI Master of Tech
- Woop Woop Tenants
  - Rangers
  - PEER
  - Sanctuary
  - Site Management/Site Office
  - Medics
  - FART
- All teams for year round IT support (email account creation, password resets etc.)

### **Time Commitment/Dates required:**

- **Year Round:** estimated 3-4 hours per week, increasing to 6-8 in the leadup to the event
- **On Site:** arrive 3-4 days before gates open to assist DPI Master of Tech with setup and configuration of onsite IT systems at Woop Woop and other key event sites
- **Post-event:** no specific post-event duties

### **Duties/Responsibilities**

- Manage all year round IT applications and systems

- Make recommendations on new apps and processes, and if approved ensure they are implemented effectively
- Understand onsite IT requirements for all teams and work with DPI Master of Tech on delivery
- Ensure Burning Seed has adequate data security and privacy

### **Key challenges**

- Dealing with crew who have a variety of IT skills and experience
- Limited budget and resources

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

- A desire to serve the Burning Seed community
- An interest in IT systems and processes
- The ability to respond quickly to emails and other requests
- Flexibility to make things work on short notice
- Patience

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

- Previous experience managing GSuite
- IT Management experience
- The ability to think outside the box to get the desired results

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

**Version and date: v1 (24th October 2019)**