

Role Title: Office Manager

Team: Admin

Department: Engine Room

Team Description

We are the paper pushers, the organisers, the framework on which the dreamers, artists, and raw muscle build Burning Seed. We love transforming chaos into order, and nothing turns us on more than a slick spreadsheet (hehehe).

Role Summary/Purpose:

The Office Manager is primarily responsible for recruiting, rostering, and orienting Site Admin crew, setup/packdown of the site office, and maintaining site office stock levels during the event.

Major role projects for 2020:

- Continue to develop Office Manager role responsibilities in conjunction with other teams to better meet their needs, particularly Rangers
- Design training and onboarding process for new recruits
- Design Site Office layout in consultation with Rangers and Admin Team Leads
- Discuss what links/documents will need to be readily available in the office with Admin TL

Working relationships:

- Admin Team Lead
- Rangers Lead
- Site Managers

Time Commitment/Dates required:

- **Year Round:** 1 hour or less /week
- **On Site:** 1-2 days on either side of event; 15-30min/day during event
- **Post-event:** 4 hours to debrief/thank crew and write Afterburn report

Duties/Responsibilities

- Recruit and onboard Office Angels to man Site Office during event
- Procure all necessary office equipment and stationery
- Set up site office before event; pack down site office after event (or arrange a trained proxy to do so - in previous years the Admin TL has been responsible for this)

Necessary Qualities, Knowledge and Experience:

- Strong communication skills and responsiveness
- Access to a computer and the internet
- Able to work collaboratively in a team with integrity and respect
- Effective stakeholder management

Desirable Qualities, Knowledge and Experience:

- Office management experience
- Previous people management experience
- Experience in organizational administration

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

Version and date: v3.1 (29 October 2019)