

Role Title: Site Manager Coordinator

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 Site Manager Coord works with the Site Safety Facilitator and the Rangers Team Lead to update the Site Manager's Manual yearly, and to work with the Facilitators to roster their Site Manager shifts during the event.

Major team projects for 2020:

- Solidify SOPs and update TLs on any changes to procedures
- Finalise Site Manager's Manual, in conjunction with Site Safety TLs and Facilitators
- Conduct training for Facilitators on site management

Working relationships:

- Facilitators
- Site Safety TLs
- Admin Team Lead

Time Commitment/Dates required:

- **Year Round: 1hr/month**
- **On Site: nil**
- **Post-event: nil**

Duties/Responsibilities

- Update Site Manager's Manual yearly to ensure information is current
- Roster Facilitators with shifts during the event, adjusting as necessary
- Distribute manual and roster to Facilitators at least a month prior to the event
- Print copies of manual for Site Office

Key challenges

- Ensuring more experienced Facilitators are rostered for the most chaotic days

Necessary Qualities, Knowledge and Experience:

- Familiar with the various Burning Seed teams and their functions
- Desire to serve the burner community
- Access to a computer and the internet
- Able to work collaboratively in a team with integrity and respect
- Strong communication skills, especially in an online environment
- Self directed learner
- Effective stakeholder management

Desirable Qualities, Knowledge and Experience:

- Project management experience
- Experience in writing/collating documentation

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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