

Role Title: Team Lead
Team: Civic Services
Department: Curation, Arts & Culture

Role Summary/Purpose:

To oversee the smooth running and fulfilment of operational objectives for the following teams:

- Red Earth Radio
- Ice Royalty
- Ceremony Coordinator
- Historian
- Info Centre/Lost Property

To that end, it is crucial that the Civic Services Lead has a clear understanding of their role, and maintains regular communication (both written and verbal) with each direct report and the Curation, Arts, and Culture (CAC) Facilitator. This role is responsible for identifying when any of the above team leads has hit a roadblock, and assist them to resolve it. This is primarily accomplished by advocating for team leads in CAC Meetings.

Essentially, this job is twofold: taking care of the people under you and their tasks to keep that workload off the council, and in exchange, obtaining what each team needs from the CAC Facilitator.

The primary focus of this role is to manage the above listed team leads and make sure that they are working together, that they are progressing in their projects that they have set for themselves, and that they are getting what they need from the other teams and the event organisers.

Working Relationships:

CAC Facilitator
2IC
Leads & 2ICs of teams in your purview
Town council
Event Coordinator
DPI
Crew wranglers
Finance

Time/Dates Required:

Year round: 3 hours per week (on average)

August-September: 6 hours per week

On site: from 2 days before and after event, approx 2 hours per day

Duties/Responsibilities:

- Regular discussions with team leads and CAC Facilitator
- Strategise for how to best meet team's' needs
- Assist team leads to navigate areas of difficulty
- Ensure that team leads are meeting KPIs

Necessary Qualities, Knowledge and Experience:

- Experience with some sort of leadership or management role
- Experience with documentation and correspondence
- At least one year experience in a lead or other position of responsibility within the Burning Seed organisation

Desirable Qualities, Knowledge and Experience:

Good communicator, good with people, positive attitude, ability to deal with insanity, ability to facilitate communication between disparate parties

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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