

Role Title: Effigy Assistant

Team: EFFIGY

Department: OPERATIONS

Team Description

Effigy Team is responsible for building the Effigy: the largest piece of art on the paddock, and the centrepiece of the event.

Role Summary/Purpose:

Assist the Effigy Team Lead and 2ic, primarily in an admin capacity, throughout the year.

Major team projects for 2020:

- Prepare for succession
- Recruit potential future Effigy lead/ers
- Proposal of Design pipeline for future
- Select and work up design for the Effigy
- Coordinate crew and build logistics events
- Identify upskilling opportunities for crew
- Build Effigy
- Afterburn Reporting

Working relationships:

- DPI
- Effigy Leadership
- Effigy Crew
- Crew Wranglers
- Ticketing

Time Commitment/Dates required:

- **Year Round:** 2 hours per month Dec - Mar; 2-4 hours per month Apr - Jul; 1-2 hours per week Jul - Sept
- **On Site:** unknown
- **Post-event:** unknown, but likely assist with Afterburn

Duties/Responsibilities

- Create position descriptions for all Effigy roles
- Communicate with Crew Wranglers in regard to Effigy recruitment needs
- Use Volcor to maintain Effigy crew records
- Allocate crew tickets to Effigy crew via Quicket
- Arrange Swag for crew
- Manage the Effigy inbox (including Triage) and making a verbal report to the Effigy Team Lead regularly
- Create and maintain supplier list
- Provide support to Effigy Leads
- Adhoc duties as directed by the Effigy leads

Necessary Qualities, Knowledge and Experience:

- Strong familiarity with the operations of the Effigy crew and the inner workings of the broader Burning Seed Org is crucial
- Must know how to use Google suite, especially Mail, Calendar and Drive
- Must be able to learn new software (Volcor, which is a crew management software, and Quicket, which is a ticketing platform)
- Excellent written and spoken communication skills.
- Cooperation/ collaboration skills
- Follow instruction

Desirable Qualities, Knowledge and Experience:

- Shows initiative
- Has previously crewed onsite pre event at Burning Seed or another burn
- Has experience as a PA or in Admin

How to Join: Register to join the crew via completing the Crew registration Form found [here](#).

Version and revision date: v1 (2018)