

Role Title: Gate 2IC
Team: GATE
Department: ENTRY

Team Description: Gate crew are the business end of the event. We are responsible for the safe and efficient arrival of all participants at the event. We check tickets and IDs, hand out wristbands and What Where When guides, ensure participants have sufficient water and aren't smuggling in anything banned such as people without tickets, firearms or animals. And we wear pink hi-vis like a boss.

Role Summary/Purpose: This is a pre-event and onsite role that supports the Gate Team Lead and the gate team. You will be process oriented, calm under pressure, be a team player and understand there is no I in team except for in the A hole, follow instructions well, have a healthy level of sarcasm and a friendly dislike of greeters, and also mad coordination and people skills.

Your main role is helping the Team Lead to budget and recruit, schedule, teach and wrangle the gate crew volunteers, with a view that in shadowing and supporting the team lead during your 3 year tenure, you will gain the skills and experience to enable you to step into a team lead position in the future, as you are next in line in succession planning to step into that role.

Working Relationships:

Gate Team Lead, Gate Team, Traffic Team and Greeters Team

Time/Dates Required:

August-September: 1.5 hours per week

On site: from 24/9 approx 1 - 8 hours per day

Duties/Responsibilities:

- Assist Team Lead to recruit team
- Work with Team Lead to organise Gate schedule
- Assist Team Lead to consider and allocate budget
- Be creative in figuring out how we can get what we don't have (budget for)
- Oversee Gate schedule on site including shift transitions and inclusions to ensure quick, effective shifts change and the communication of essential Gate info
- Collect keys from Red5 and Open/Unlock gate at 8am
- Lock gate at close (once liaising with security) and return key to Red5
- Alternating shifts with Team Lead to have Gate Lead Radio and be on comms as Lead contact for shift lead to contact if any issues arise above the shift lead paygrade, and for interdepartmental comms.
- Occasional minding and actioning of Gate Emails when team leads on leave of absence

Necessary qualities, knowledge and experience:

- A minimum of one Burning Seed experience - and ideally experience of another Burn
- Experience volunteering with Gate, at Burning Seed ideally, or at least other burns
- Ability to lead people as a team player
- Sees solutions and challenges rather than problems
- Creative communicator, reads people well, can juggle (balls and/or things happening at once)
- Able to keep the traffic situation under control
- Good teacher
- High level of wit and sarcasm

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: v2 (Feb 2020)