

Role Title: Part!c!pat!on Stat!on Lead
Team: Civic Services
Department: Curation, Arts and Culture

Role Summary/Purpose: The Part!c!pat!on Stat!on (there's no "i" in part!c!pat!on!) is a space located near Centre Camp where Burning Seed participants can come and find out general information about the event, learn about crewing and sign up for shifts, and drop off or pick up lost property. The Part!c!pat!on Stat!on Lead is in charge of coordinating and overseeing the operation of the space from set up to after pack down, as well as managing the onsite Part!c!pat!on Stat!on crew. This includes managing the off site handling and claim service for Lost Property after the event.

Working Relationships:

- CAC Facilitator and Civic Services Lead - your direct line management
- Crew Wrangling Team Lead/2IC - working closely with Crew Wranglers regarding the crew wrangling function of the Stat!on
- Centre Camp Leads and crew - due to the location of the booth near Centre Camp
- DPI - to coordinate infrastructure required

Time/Dates Required:

Year round: 1-2 hours per week

August-September: 2-4 hours per week

On site: Supervisory role hours per day for the duration of the Burn

Onsite the day before the event starts through to the day after the event finishes for set up and pack down.

Post-event: 1 hour to prepare Afterburn Report. Attendance at Summit.

Management of after event claims for lost property. Manage trailer.

Duties/Responsibilities:

- Manage rostering for Part!c!pat!on Stat!on crew
- Liaise with DPI to ensure booth infrastructure is built/available
- Coordinate the set up and pack down of the booth near Centre Camp - enlist help from DPI and Town Planner for specific location
- Coordinate Lost Property drop off at charity shop post-event and post event claims and movement and storage of trailer.
- Provide a physical presence at the Part!c!pat!on Stat!on during the event such that crew may be likely to be able to answer most participant's questions
- Liaise with Crew Wranglers Team Lead/2IC in Aug/Sept to prepare documentation to post up at the booth
- Maintain an on-site information inquiry register to capture data about questions participants ask and to inform future information services at Burning Seed.
- Assist with paperwork (e.g getting new crew to sign in, etc)

Necessary Qualities, Knowledge and Experience:

- Attended Burning Seed before
- Able to take initiative and work without close supervision
- Physically able to set up and pack down the booth (no heavy lifting required)
- Able to give and also follow clear instructions
- Desire to serve the burner community

Desirable Qualities, Knowledge and Experience:

- Previous experience working with a Seed crew
- Familiarity with the various Seed crews and team leads
- Knowledge of each team's base location onsite - e.g. Ranger HQ, Gate house, Greeters, etc

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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