

**Role Title: TEAM LEAD**  
**Team: Temple Guardians**  
**Department: Curation, Arts & Culture**

**Role Summary/Purpose:** Coordinate Temple Guardians. Be present to preserve the safety of the Temple and its visitors, while ensuring its intent and its traditions are being respected.

**Major team projects for 2020:**

- Create and promote a respectful and reflective culture for the Temple and Temple Guardians Crew
- Update and document systems to ensure good recruitment and management of Temple Guardians Crew
- Update training material and guidelines for Crew on-site
- Create rosters and recruit required number of Crew for the event
- Decide how team will oversee all crew shifts

**Working Relationships:**

- *Curation Art Culture Lead:* reports to this role
- *Crew Wranglers / Comms:* liaises with these roles to assist in recruitment
- *Rangers:* safety concerns

**Time/Dates Required:**

**Year round:** 0-1 hours per week (on average)

**August-September:** 2-3 hours per week

**On site:** during event, approx 6-8 hours per day

**Duties/Responsibilities:**

*Admin*

Make sure 2ic is across and involved in everything  
Work with a 2ic to come up with crew responsibilities and training  
Work with CAC on budget needs  
Schedule shifts for crew in Volcor  
Decide on how guardians can best occupy the Temple's physical space  
Manage the Temple Guardians email inbox

*Crew*

Recruit Temple Guardian Crew  
Provide training on-site to ensure Temple Guardian Crew are well informed as to what the role's purpose and responsibilities are  
Manage Temple Guardian Crew Scheduling and attendance records in Volcor  
Ensure Temple Guardian Crew are checked in on time and also oversee when they are leaving

**Necessary Qualities, Knowledge and Experience:**

- Management or leadership experience
- Strong communication skills
- Availability event days

**Desirable Qualities, Knowledge and Experience:**

- People Managing Experience
- Budgeting/finance skills
- Communication skills
- Dependability

**How to Join:** C Crew Wranglers at [jointhecrew@burningseed.com](mailto:jointhecrew@burningseed.com) with any questions.

**Version and date: v2 (2020)**