

**ROLE TITLE: CREW WRANGLER**

**DEPARTMENT: ORG SUPPORT**

**Team Description:** The job of the Crew Wrangler is to link up willing community members with the various Underland teams, taking into account individual skills, interests and capacity.

**Role Summary/Purpose:** The Crew Wrangler provides direction for the activities required to achieve CAV's priorities for Underland each year. Key elements of the role include managing crew applications, as well as recruiting for the various leadership and on-site roles.

**Working Relationships:**

- Organisational support coordinator
- All teams - crewing needs, issues/concerns/assistance required with managing crew
- Comms - working closely to ensure alignment across software and crew-related comms and collaboration on crew engagement campaigns.
- Ticketing - using the ticketing process as a volunteer intake tool
- AirTable software for management of volunteer applications

**Time/Dates Required:**

**Year round:** 1 – 2 hours

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

**Duties/Responsibilities:**

- Liaise with team leads to define, finesse and communicate community crew roles
- Manage the crew application process year round
- Available onsite during the event to respond to crew needs as required
- Design and execute a process to ensure volunteers are onboarded in a timely and effective way
- Working with comms to ensure that crew advertisements are made in a timely and effective way
- Ensure the Crew Wranglers Team Manual is kept up to date with current information

**Necessary Qualities, Knowledge and Experience:**

- Attended a Burn before
- Familiar with the various Underland teams and their functions
- Desire to serve the burner community
- Consistent access to a computer and the internet

- Able to work collaboratively in a team with integrity and respect
- Strong communication skills, especially in an online environment
- Things can change direction pretty fast, so you'll need to be flexible and be comfortable re prioritising your workload
- Comfortable learning and using software
- Self directed learner
- Effective stakeholder management
- Time management - work planning and ability to stick to deadlines

**Desirable Qualities, Knowledge and Experience:**

- Demonstrated experience working in similar roles for other events or organisation
- People management skills and experience
- Project management experience
- Background in organisational development, psychology, human resources, etc (e.g. recruitment, selection, workforce planning, succession planning, business management, conflict resolution)

**How to Join:** Express your interest by emailing [crew@commonarts.org.au](mailto:crew@commonarts.org.au) or filling out a crew registration form [**GET FROM TERRY**]

**Version and revision date: v1 (14 February 2024)**