**ROLE TITLE: SITE COORDINATOR**

**DEPARTMENT: SITE**

**Team description**

The Site (a.k.a. ‘SPAM’) Department prepares the Underland site for the main event. It erects the main structures including the Operations Compound, Gate, Greeters, Centre Camp, Rangers, Medics, and Sanctuary. The Department ensures all the camping areas are cleared and safe, and sign mark all the roads.

**Role purpose**

As Site Coordinator, you’ll oversee the various roles within the Department and ensure all members are completing their tasks on time and to budget. You will liaise with other teams, planning deployment and construction of event infrastructure and approving new crew pre-event. You’ll need to work within the budget to ensure Underland has all the necessary infrastructure in place to ensure a safe and organised event.

Once onsite, you’ll lead the team to erect the main structures, starting with the Crew Kitchen. You’ll negotiate with the Cook to ensure all crew meal needs are being met. You’ll lead your team to erect all the other structures around the site and prepare the site for the event.

During the event, you’ll liaise with the Operations Coordinator to ensure all teams have water, snacks and fuel. You’ll be involved in all art burns to ensure there is a safe perimeter set up.

Post-event you’ll work with the Pack down Lead and Leave No Trace Lead to ensure the site is packed away and returned to its wild state.

**Working relationships**

* Operations Coordinator
* Rangers Team Lead
* Crew Cook
* Set Up Lead
* Packdown Lead
* Leave No Trace Team Lead

**Time commitment**

* ***Year Round:*** 1-2 hrs a week Feb - May then 3 - 5 hrs a week July - September
* ***During Event:*** You will need to be onsite 10 days before the event to oversee setup, and then 2 - 3 days after the event for packdown.
	+ Discounted tickets are available for this role given the onsite commitment.
* ***Post-event:*** This is optional if there is an experienced Pack Down lead

**Duties**

* Book Contractors: I,e. water carters, container delivery, earthworks, etc.
* Delegate different tasks and jobs for the establishment of the Underland Infrastructure
* Keep the team engaged and focused during the building phase especially during challenging weather.

**Key challenges**

* Managing a crew for an extended period (approx. 3 weeks)
* Working in harsh conditions
* Working within the set budget
* Managing pre-event emails and liaising with numerous other team leads.

**Desirable qualities**

* Ability to see the big picture, but manage the small issues that arise.
* Physically fit
* Good interpersonal skills
* Proven leadership skills
* Excellent communication skills
* Problem-solving skills, and ability to deal with stress.
* Good natured, calm and resilient personality
* Able to be a leader when needed, but relax with the crew at times of rest
* A good sense of humour

**How to Join:** Express your interest by emailing crew@commonarts.org.au