

Crew Support

Job purpose

Crew Support is the strong, supportive glue that helps all the crew do what they need to. You will be providing support to crews throughout the day, maintaining a space where anyone can go for support, and observing crew members and their interactions to make sure they are in a fit mental and physical state. Crew Support is fundamentally about creating an environment that is safe and healthy to be in.

Key Responsibilities

- Creating and managing a budget with the Finance team and ensuring it is adhered to..
- Ensuring the daily support activities are run during build, event duration, and pack down. For example, Twice daily runs providing: water, hydrolyte, dietary inclusive snacks, sunblock, and moral boosting interactions.
- Work with the kitchen Lead to create a dietary inclusive menu.
- Designing a space with the MPW Lead that is a welcoming and safe zone.
- Be present and approachable for crew members to talk to about any mental OR emotional trouble they are having onsite
- Be observant of those on the crew and offer support if you sense someone is looking or sounding like they are struggling with anything
- Ensuring you get the resources required for a safe space
- Coming up with events and activities for the crews with a focus on healthy activities that are not centered around drinking and partying, but more with a focus on wholesome, mental health positive activities
- Organising the Crew Appreciation Party
- Completing an Afterburn report.

Working Relationships

Year Round

- Infrastructure Facilitator
- Finance Team
- Kitchen Lead

Pre / Post Event

- Event Manager
- Infrastructure Facilitator

Time Commitment

Year Round

- 1 hour a week for minimal admin tasks in the build up

Pre / Post Event

- Full Days onsite from 2 January

Necessary Qualities, Knowledge and Experience

- Strong organisational and communication skills.
- Mental health training or qualification/s.
- Knowledge of mental health issues.
- Experience managing a team.

Desirable Qualities, Knowledge and Experience

- Familiarity with Google Suite and Asana.
- Have attended Kiwiburn, or another regional burn.