

Foundations Producer

Foundations Pod Description

Foundations Pod oversees the heart of our burn, the Effigy, Temple and Centre Camp; the communal spaces created and/or provided by production that bring our community together in celebration, in contemplation, in engagement. This pod guides the creation and activation of these spaces, working with DPW for the base structure of Centre Camp, overseeing the Temple Guardians to ensure the Temple is a safe space that allows everyone to have the experience and expression that they need within the Temple, and running the artist selection process and then working with the selected artists for the creation of the Effigy and the Temple. This pod is responsible for the final look and feel of Centre Camp and liaising with other teams to ensure that it is an active and welcoming communal space for all participants.

Foundations Pod Responsibilities:

- Effigy
- Temple
- Temple Guardians
- Centre Camp

Reports to: GVIAS Board

Liaises with:

- BitF Controller and other Production Pods, particularly:
 - DPW Genesis and Exodus - Centre Camp structure
 - Curation - workshops, camp placement
- Contracts Committee
- Communications Committee
- Culture Committee
- Volunteer Committee

Foundations Producer Responsibilities

- Oversee artist selection and community voting process for Effigy and Temple selection
- Overseeing and ensuring all tasks under the Foundations Pod's purview are completed on schedule
- Share management tasks with associate producers
- Interface with Board Liaison, BitF Chair, and Board as needed
- Recruit leads, delegate, and ask for help as needed
- Building the Foundations teams and creating a supportive environment where Team Leads feel confident and supported in leading their own volunteers

- Seek leads interested in becoming producers, and mentor them to become producers if desired
- Interface with other Producers, pods and committees as needed
- Attending at least one BitF Production Team meeting per month
- Prepare any necessary budget for pod
- Prepare or delegate the preparation of requests for DPW work orders, placement, signage, survival guide, and WWW submissions

Expectations

- Ensure all tasks under their purview are complete on schedule
- Build a successful and supportive team
- Attend all necessary meetings to ensure a successful event
- Work with the rest of the production team to plan and create the event
- Ensure all Foundations Associate prods and team leads have what they need to be successful in their roles and arrive on site prepared for build week and the event
- Adhere to the production team's code of conduct.

Commitment: Oct - Sept

Term: 1 yr

Monthly:

- October to January, 1 hr/wk (BitF Production Retreat, production meetings, recruiting)
- January to March, 2 hs/wk (producer meetings, meetings with team leads and recruiting, site visit)
- March to mid-May, 3 hours/week (BitF Town Hall, production meetings, Ops team meetings)
- Mid-May to mid-July, 4-5 hours/week (Safety Meeting, site visits, Production meetings, Foundations team meetings)
- Onsite: Two to three days pre event (based on build schedule); producer shifts during event.

Multiple Terms: Yes

Skills/Experience

- Leadership
- Planning and Coordination
- Strong written and verbal communication
- Previous attendance at BitF, other regional Burns or Burning Man required

Confidentiality agreement and Code of Conduct apply.