

Flow Producer

Flow Pod Description

Flow is responsible for the flow of vehicles and participants in and out of the event. They manage and set up gate, parking and placement stations, and mark the roads needed for access throughout the site, and for safety. Flow is responsible for the final stage of the event mapping process: translating the map into real life on the event grounds, which is crucial for everyone's setup. Flow also manages all BitF onsite signage, as well as signage leading into the event, and is responsible for coordinating services and camping placement for differently abled participants and those with medical needs. It's also the Flow group's responsibility to manage accessibility within the site. As such, Flow is also responsible for managing accessibility and medical needs such as power for devices such as sleep apnea machines.

Flow Pod Responsibilities:

- Accessibility
- Gate
- Greeters
- Parking
- Signage

Reports to: GVIAS Board

Liases with:

- BitF Controller and other Production Pods, particularly DPW Set-up
- Contracts Committee
- Communications Committee
- Culture Committee
- Tech Committee (Ticketing Team)
- Volunteer Committee

Flow Producer Responsibilities

- Overseeing and ensuring all tasks under the Flow 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 Flow 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
- 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, survival and WWW submissions

- Interface with other Producers, pods and committees as needed
- Working with the rest of the Production Team to plan the event
 - During the planning phase of the production cycle it is the Flow Producer's responsibility to work with the Flow Associate Producer and Flow Team Leads to ensure they are prepared and sufficiently equipped to arrive on site during build week and prepare the infrastructure necessary for the safe operation of the event.
 - The Flow Pod is one of the first to arrive on site and must work closely with the DPW Genesis to build the event infrastructure and prepare for the arrival of the BitF Community.
 - The Flow Producer(s) contributes to resolving any event layout or infrastructure issues with DPW and Safety while on site for Build Week.

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 Flow Associate prods and team leads have what they need to be successful in their roles and arrive on site prepared for build week
- Adhere to the production team's code of conduct.

Commitment: Oct - Sept

Term: 1 yr

Multiple Terms: Yes

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, Flow team meetings)
- *Mid-May to end-July:* 4-5 hours/week (Safety Meeting, site visits, Production meetings, Flow team meetings)
- *Onsite:* Sat/Sun pre event 8-12hr days until Friday at 10pm; Producer shifts during event.

Skills/Experience

- Leadership
- Planning and Coordination (preferably in event management)
- Strong written and verbal communication
- Previous attendance to BitF nice to have
- Flow and Logistics coordination
- Preference for those who have held at least an Flow team lead position or Ass Prod role.
- Confidentiality agreement and [Code of Conduct](#) apply.