

## Operations / 🧑‍💻 **Administration Team**

### ✨ **Purpose**

The Administration Team ensures that all internal and external communications are streamlined, that administrative tasks are completed efficiently, and that festival operations run smoothly. They are the backbone of the festival's logistical operations, supporting other teams with organization and coordination.

### 🔧 **Tasks & Responsibilities**

- **Marketing:** Develop and distribute promotional content, including social media posts, newsletters, and graphic designs
- **Communication:** Manage festival website and email correspondence. Design and manage Portal and intake process for the festival and other events. Liaise with core crew members for updates and needs
- **Merchandise:** Oversee the design and production of festival merchandise, ensuring quality and timely delivery
- Ensure all administrative duties are handled in a timely manner, contributing to the smooth operation of the festival

### 🕒 **Time Commitment**

- Pre-festival preparation
- Festival shifts: Throughout the festival, depending on specific tasks
- Flexible working hours based on responsibilities