

### **Role Title - Event Management 2IC**

#### **Job Purpose:**

- To assist the Event Manager in running the Kiwi Burn event.  
The Event Manager has a two-fold responsibility, on site they have overall responsibility for the event. Liaising with contractors and onsite teams. They make sure the build project stays on track and that all involved parties have the information they need to make Kiwi Burn a success. They are also responsible in case of an emergency for carrying out Kiwi Burns emergency response protocol.  
Year round the role is more project managerial. Planning timelines, approving budgets, working with team leads to produce policies and documentation. You will also act as an operations spokesperson on the ExCom. The Event Manager oversees the big picture making sure teams are communicating, keeping the project on track and supporting leads.

#### **Key Responsibilities:**

- Project management
- Consent compliance
- Contract review
- Team management

#### **Working Relationships:**

- ExCom
- Onsite crew MPW
- Contractors
- Land owner

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#### **Duties/Responsibilities:**

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#### **Time Commitment:**

- The Event Manager role involves an onsite commitment of 4 to 5 weeks
- February to June role involves 1-2 hours a week

- June to Jan role can grow to 10 hours a week
- As a 2IC your responsibilities will be much smaller. You will assist the Event Manager and learn the role, however, tasks will be split between multiple team members to lighten the load.

### **Necessary Qualities, Knowledge and Experience:**

- Attended Kiwi Burn
- Organisation
- Computer skills
- People management
- Time management
- Comfortable with responsibility

### **Desirable Qualities, Knowledge and Experience:**

- Event or Project Management
- Volunteered for Kiwi Burn previously
- CIMS training

Revision date: 21/03/2019