

Arts Grant Committee Chair

The Arts Grant Committee Chair is responsible for facilitating the smooth running of the Art Grants committee and ensuring applications are processed in a timely manner. This includes working with the Comms team, and Art Grant Committee members to promote, evaluate, and engage artists who wish to share their work at Kiwiburn. You are also responsible for monitoring the projects at Kiwiburn and ensuring applicant's responsibilities have been met.

Key Responsibilities

- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).
- Maintain communication and information sharing according to Kiwiburn's [Organisational Structure](#).
- Maintain the artsgrants@kiwiburn.com email address, checking at least once every two weeks.
- Find and train a 2IC in the running of the department.
- Write an Afterburn report in a timely fashion.
- Update and maintain Asana and Google Documents as required, ensuring policy and process documents are kept up to date so that someone could run your department if you became unwell.
- Take part in a peer review before the summit each year.
- Working with the rest of the subcommittee to divide ExCom allocated funds between small art grants and large art grants.
- Working with ExCom and the rest of the subcommittee to ensure that processes are in place.
- Ensuring that the rest of the subcommittee is aware of deadlines and dates.
- Sharing information with the media subcommittee as necessary to be shared on facebook and KB website.
- Forward all Art registration info to the Webmaster, who will update our online registries. If an art piece does not pass H&S or decides to back out, notify the webmaster to remove their listing
- Check in with the Health and Safety team for updates in H&S process and the risk assessment forms
- Support all artists and art applicants to meet their required responsibilities before, during and after the event
- Coordinate with other teams (Theme Camp, Town Planning, Safety etc.) to insure art is implemented safely and artists are supported
- Recruiting and inducting new volunteers as necessary.
- Ensuring volunteers are aware of deadline dates for voting on applications.
- Creating proposals and threads via Loomio for group discussion.
- Communicating with ExCom via email as necessary.
- Ensuring policy and process documents are kept up to date.

Performance objectives

- Allocate and distribute funds for small and large art projects in a timely manner
- Ensure all volunteers and artists are aware of their responsibilities and meet their obligations
- Clear communication with relevant stakeholders
- Liaise with Infostructure to make sure onsite needs are met
- Support artists to connect with the required teams (Town Planning, Event Management, etc.)
- Take part in performance development after the event

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- Write an Afterburn report
 - Update Asana are required
 - Update documentation and Job Description as required

Working Relationships

- ExCom chair
- ExCom Treasurer
- Arts Facilitator
- Arts Grants Committee Volunteers
- Artists
- Town Planning
- MPW
- Volunteer Facilitator

Who to contact for support

This can be a challenging role. While you are not a formal member of the ExCom, you will be working closely with some of the members. If you ever need any support or have questions, the Arts Facilitator or Treasurer will be able to assist you. Feel free to delegate any work to the Arts Grant Committee volunteers who are there to support you in this process.

Additionally, the Volunteer Facilitator is always available to help resolve any issues that the Arts Facilitator and Treasurer may not be able to help you with, like recruitment of new volunteers.

Crew Support is available to talk all year round as you need (crewsupport@kiwiburn.com).

Time Commitment

- **Pre event :** 1 to 2 hours per week, a month before art applications open.
- **During event:** No requirements
- **Post event:** Write an afterburn report, peer review, and attend Summit (approximately 4 hours in total, plus Summit)

Necessary Qualities, Knowledge and Experience

- Regular access to a computer and internet.
- Able to work collaboratively in a team with integrity and respect.
- Strong communication skills, especially in an online environment.
- Time management – work planning and ability to stick to deadlines.
- Comfortable learning/using software.
- Strong budgeting skills

Desirable Qualities, Knowledge and Experience

- Previous experience managing and collaborating with artists and volunteers
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi)
 - Please read these links for more information if you are unsure;
<https://waitangitribunal.govt.nz/publications-and-resources/school-resources/treaty-past-and-present/section-3/> <https://waitangitribunal.govt.nz/treaty-of-waitangi/meaning-of-the-treaty/>
- Strong working knowledge of Google Docs, Excel and Asana