

Revision date: May 2020

Sound Lead

The Sound lead is responsible for overseeing the sound team, working to enable Kiwiburn to meet the sound restrictions and recordings as defined in our resource consent. They coordinate and direct the sound team and Sound Consultant to make sure Kiwiburn meets its resource consent sound requirements.

Year round the role involves consulting on sound queries, establishing a sound team and ordering equipment for the event.

During the event you will lead a team of engineers to instal and monitor the sound equipment. You will with the assistance of the Site Manager enforce Kiwiburns required levels and afterward produce a report to send to the Rangitikei Council outlining our compliance.

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](#).
- Keep teams informed of any key decisions that affect them.
- Be available via email checking weekly.
- Participate in online discussion groups with sound camps prior to the event and attend online meetings with EM.
- Ensure your team meets deadlines and key deliverables.
- Consult with Team Leads on larger organisational issues prior to making decisions, and keep teams informed of any key decisions that affect them.
- Assist with the on-boarding of new team members in conjunction with Volunteer Coordinator (email, welcome pack, face to face or phone queries).
- Manage department and team spending, including developing and working within budgets.
- Consent compliance
- Find and train a 2IC in the running of the department
- Write an afterburn document in a timely fashion.
- Create a job manual or documentation, update asana so someone could run your department if you were unwell.
- Take part in a per review before the summit each year.

Performance objectives

- Consult on sound related queries
- Train a sound team
- Order sound monitoring equipment
- Liaise with sound camps
- Help orientate sound camps
- Install sound monitoring equipment
- Monitor sound equipment
- Provide feedback to theme camps on their sound levels
- Produce a report for the Rangitikei Council outlining compliance
- Approve budgets and order equipment

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- Update JD's and documents
 - Set-up of Sound Monitoring equipment pre-event
 - Liaising with the Town Planning as to sound camp orientation and speaker positions.
 - Sound camp certification
 - Reviewing the sound monitoring data
 - Making decisions proactively and instructing actions to maintain noise compliance
 - Negotiating with sound camps when they exceed noise limits
 - Escalating noise issues to site manager / event manager when sound camps are not cooperative and continually exceed noise limits
 - Review of all sound complaints and report to event manager
 - Coordinate Sound Support volunteers and provide training as required.
 - Reviewing of the Sound Log- i.e records of communications by the Sound Support Volunteers

Working Relationships

- ExCom chair (senior)
- ExCom members (senior)
- Event Manager (Direct manager)
- Team Leads (theme camps etc) (colige)
- Stakeholders - council members (liaise)
- Stakeholders- sound camps (responsible for)

Who to contact for support

This can be a challenging role. As a member of the sound team you can approach the Event Manager for general help of a specific team lead for technical help. Issues can be raised with the Event Manager or with Crew Support if you are uncomfortable talking directly to your facilitator.

Time Commitment

- The Sound Lead role involves an onsite commitment of approx 8 days, arriving during early entry
- February to Oct time off
- Oct to Jan role can grow to 2 hours a week
- Must be available to answer emails twice a week Oct/Jan
- Must attend online meetings with Em team and sound camps
- Must be available post event to write afterburn, do peer review

Necessary Qualities, Knowledge and Experience

- Sound engineering
- Regular access to a computer and internet.
- Strong communication skills, especially in an online environment.
- Effective stakeholder management.

Desirable Qualities, Knowledge and Experience

- Experience with sound management software
- Previous experience managing a team of people with different workloads and priorities
- Confidence to calmly approach and manage DJ's and theme camp representatives
- 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-an>

[d-present/section-3/](#)

<https://waitangitribunal.govt.nz/treaty-of-waitangi/meaning-of-the-treaty/>

- Strong working knowledge of Google Docs and Asana

Commitments

As a member of Kiwiburn you will be responsible for representing the Kiwiburn community with both external and internal stakeholders.

You must attend required meetings Oct through Jan and send apologies if you are unable to attend. You must prepare for these meetings by reading the agender and associated documents so that meetings can be as efficient as possible. You must endeavor to keep all communications on course, in line with the code of conduct and in line with community values. Any defamation will be recorded as an issue on your yearly review. You must set your team up for success, checking in and providing help when needed and confirming that they are staying on the timeline. You must train a 2IC in all aspects of your role. You must answer emails and complete tasks in accordance to your job description and if you need to step back you need to notify the excom of this and the duration you will be away so we can sub in for you. Help will be provided if you are struggling with any aspect of your role or workload. If you resign from your role you must give a minimum of two weeks notice, you must update your JD and write a coms call out to fill your role and if possible train your replacement.