

Revision date: [April] 2020

Sound Team

The Sound Team is responsible for monitoring and providing feedback to the soundcamps to help ensure that e Kiwiburn meets the sound restrictions and recordings as defined in our resource consent. They will also act as support for the Sound Team Lead and may take on ad hoc tasks to support the smooth running of this team.

Year round the role involves checking in with the Sound Lead to make sure your training is completed and possibly helping with sound admin as needed.

During the event you will work a 24 hour shift to monitor the sound equipment. You will with the assistance of the Site Manager and Sound Lead enforce Kiwiburns required levels to ensure we meet our resource consent conditions.

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](#).
- Be available via email checking weekly.
- Create a job manual or documentation, update asana so someone could run your department if you were unwell.

Performance objectives

- Liaise with sound camps
- Help orientate sound camps
- Install sound monitoring equipment
- Monitor sound equipment
- Provide feedback to theme camps on their sound levels
- Update JD's and documents
- Reviewing the sound monitoring data
- Making decisions with the help of the Sound Manager 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
- Updating the Sound Log book-

Recording sound levels from monitoring equipment

Keeping records of communications with sound camps

Documenting discussions with the Site and Event Manager

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 Team role involves an onsite commitment of approx 8 days arriving during early entry
- February to Oct time off
- Must be available to answer emails twice a week Oct/Jan

Necessary Qualities, Knowledge and Experience

- 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
- Sound engineering
- 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-and-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 agenda 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 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.