

Revision date: September 2020

### Theme Camp Coordinator

The TC Coordinator works mostly prior to the main event (Gates open to the public) to facilitate registrations of Theme Camps, and does require being on site for up to four days prior to gates opening to the Public. It is their job to record vital information relating to the camp requirements (space required, burn requirements, noise levels etc). This information is then collated and distributed to the Town Planner, H&S Officer, as well as Event Management, Infrastructure, Safety, Comms Teams, and Webmaster. They are the key point of contact for all theme camp registrants to keep them informed and updated.

#### 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 [themecamps@kiwiburn.com](mailto:themecamps@kiwiburn.com) and email addresses checking weekly.
- 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.
- Email out information packets to all Theme Camp registrants, and CC the [H&S Officer](#) (October - January).
- Forward all Theme Camp registration info to the Webmaster, who will update our online registries. If a Theme Camp does not pass H&S or decides to back out, notify the webmaster to remove their listing (October - January).
- Check in with the Health and Safety team for updates in H&S process and the risk assessment forms (Mid September).
- Prepare and update Theme Camps Welcome Pack for distribution (Mid September).
- Ensure that all Theme Camps have the latest information regarding Theme Camp requirements and expectations for the event.
- Confirm and document Theme Camp set-up needs, including early entry or any special requirements at least a month prior to the event.
- Work with the Event Registration Coordinator to approve event submissions for the Event Guide.
- Work together with Ticketing, Event Management, and Arts Facilitator to review Theme Camp applications to determine DDT allocation and early entry requirements (note EM has final call on Early Entry)
- Provide the full list of early arrivals for Theme Camps to the Event Manager a minimum of two weeks prior to the event.

#### Performance objectives

- Clear and timely communication with all Theme Camps
- Support Theme Camps and other stakeholders (Sound Team, Town Planning, Event Management Team etc.) to communicate effectively between each other, allowing for efficient and effective transfer of information.
- Ensure that all Theme Camps adhere to the Health and Safety requirements of Kiwiburn

- 
- Ensure all early arrivals are abiding by the Health and Safety requirements, including Site Inductions, Sound checks, and Safety documentation are completed and all forms handed in.
  - Maintain all documentation related to Theme Camp management including Early Entry, Ticket allocations, Theme Camp Requirements etc.
  - Take part in performance development after the event
  - Write an Afterburn report
  - Update Asana are required
  - Update documentation and Job Description as required

### Working Relationships

- Art Facilitator
- Arts Department Teams
- Event Registration Coordinator
- Ticketing Lead
- Safety Department Teams
- Event Management Team
- Sound Team
- Town Planning
- Comms Team

### Who to contact for support

This can be a challenging role, managing and communicating with a wide number of theme camps and people from across the country (and possibly internationally!) is a huge task. So we have a number of people that you can call on for support and advice as needed. Namely, Crew Support is available to talk all year round as you need ([crewsupport@kiwiburn.com](mailto:crewsupport@kiwiburn.com)).

The Arts Facilitator is available to help you solve any problems that you may have. The Health and Safety Team are able to take on a lot of the navigating of H&S requirements and obligations that is required of Theme Camps. Town Planning and Sound can help out by providing Theme Camps with clear instructions that must be followed for them to be able to PARTY!

If this does get too much, please do reach out for support. The Arts Facilitator and Volunteer Coordinator are here to help you as you need. Your efforts are greatly appreciated and we want to support you in the best way possible!

### Time Commitment (Subject to Change)

- **Year round:** 1 to 2 hours per week from September to October.
  - 3 to 8 hours per week from October to January.
- **On site:** Ensure that all Theme Camp members who receive Early Entry meet their requirements (Site induction, Safety documents, Sound checks etc.) Arrival onsite 4 days before the event begins (1 day before theme camps arrive).
- **Post event:** Afterburn report, review process, and Summit

### Necessary Qualities, Knowledge and Experience

- Regular internet access
- Good database coordination
- Strong written communication skills
- Happy working as part of a Team

- 
- Strong ability to develop personal relationships
  - Organised and reliable

**Desirable Qualities, Knowledge and Experience**

- Previous experience in a coordination role
- Have attended a Kiwiburn, or other burns
- Familiarity with Google Suite and Asana
- 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/>