Role Description

Arts Media Curator / Support
Offsite Role / Onsite Role

Role Purpose

Curate, coordinate and safeguard the visual and auditory legacy of Kiwiburn's arts. The Arts Media Curator plays a year-round role in organising the professional arts media team (photographers, videographers, sound recordists), ensuring that media of artworks is captured, archived, and accessible. This role supports the documentation of artworks across each event, manages historical archives, and upholds ethical and legal practices regarding media usage and artist rights.

The role involves curating, planning, organising, and overseeing archival processes, coordinating contributor agreements, and ensuring both artists and the wider community have appropriate access to the rich body of Kiwiburn arts media. Onsite, the focus is on supporting the Events Arts Media Team Lead and responding to special requests from artists and internal Kiwiburn teams.

This role ensures the long-term preservation of Kiwiburn's artistic memory and supports the visibility and integrity of artist contributions. The large scope of this role ideally will have multiple volunteers that share responsibilities and or a lead role with admin support.

All roles require acting in a manner fitting of a Kiwiburn volunteer as per the Memorandum of Understanding.

Key Responsibilities

Offsite – Year-Round (Planning, Coordination, Archiving)

- Coordinate the professional Arts Media Team (photographers, videographers, sound artists)
- Liaise with artists to identify works that require documentation each year
- Develop and implement archival systems for digital and physical artefacts (photos, videos, sound recordings, documentation)
- Maintain historic media archives with clear, searchable metadata and attribution
- Create and implement a robust backup and security strategy to protect against loss (due to turnover, tech failure, etc)
- Review and manage legal agreements, release forms, and copyright policies
- Ensure correct attribution of artists and media contributors across all platforms

- Facilitate access for artists to their own work post-event
- Respond to internal and external requests for arts media in line with usage permissions
- Collaborate with Arts Facilitator and other departments to align strategy
- Support the Arts Media Team Lead in planning for the next event
- Contribute to Afterburn Report and ongoing improvement cycles

Onsite – January (Event Support)

- Ensure all Arts Media Team members are resourced, briefed, and supported
- Respond to special requests from artists and Kiwiburn departments for documentation
- Ensure release forms and consents are in place where needed
- Provide continuity between onsite and offsite processes (e.g. cataloguing and tagging of new media)
- Troubleshoot any issues arising in documentation or contributor coordination
- Gather and back up new media as it is captured
- Maintain alignment with the broader Arts Department and Event Media teams

Offsite – Post Event (February–March)

- Ensure all collected materials are backed up, attributed, and stored securely
- Provide artists with access to relevant media as soon as practicable
- Finalise archive updates with tagging, metadata, and version control
- Document lessons learned and improvements for future events
- Input into the Afterburn Report and strategic planning

Working Relationships

- Arts Facilitator
- Arts Media Team Lead
- Event Media / PR team
- Communications Team
- Artists
- Artist Support Services
- IT and Digital Archivists
- Legal/Consent/Comms/Photo policy groups

Time Commitment

Pre-event (year-round):

– Average 1–2 hours per week remote via Slack, Email, and shared drives

– Heavier coordination period October–January (2–4 hrs/week), including team planning, legal review, archival prep, and stakeholder comms

Onsite – Pre and During Event (January):

– ~1–2 days before gates open for team setup, media team briefing, and systems prep
– Daily check-ins with Arts Media Team Lead; responsive support role during the event (low volume but high responsibility)

Onsite – Post Event:
– Support final media handover, backups, and metadata capture (approx. 0.5 day)

Post-event (February–March):
– 5–10 hours to finalise archives, distribute material to artists, and contribute to Afterburn Report and next-cycle planning

Necessary Qualities, Knowledge and Experience

– Strong organisational and coordination skills across multiple stakeholders
– Comfortable managing legal documents, permissions, and copyright basics
– Respectful and ethical handling of media, artist work, and contributor rights
– Experience working with digital files, backups, archives, or similar systems
– Reliability and long-term commitment to preserving Kiwiburn's artistic history
– Clear and empathetic communicator, online and in-person
– Proactive, self-directed and responsive to time-sensitive needs
– Able to balance creative needs with policy, IP, and ethical responsibilities
– Collaborative mindset and appreciation for artist process and contributions

Desirable Qualities, Knowledge and Experience

– Previous attendance at Kiwiburn or similar events
– Familiarity with media workflows (photo/video/sound post-production or asset management)
– Experience working with volunteers or leading small creative teams
– Understanding of Te Tiriti o Waitangi and its relevance to creative representation
– Comfortable with tools like Google Drive, Slack, Airtable, or lightweight digital asset management systems
– Knowledge of Creative Commons, image rights, or archival best practices a plus
– Experience developing or maintaining policy or release form documentation

)'(