

Kiwiburn Arts Committee (member) Job purpose

The Kiwiburn Arts Committee (KAC) members are responsible for facilitating some of the amazing art on the paddock each year. KAC administers the art grant scheme - deciding what art to fund with money from ticket sales. As a team KAC is responsible to promote the programme, to make decisions, to ensure that all of Kiwiburn's 'must-have' boxes are ticked - such as (contracts signed, financial records, health/safety plans submitted). You will have some artists that you are responsible for - as their liaison and you will regularly check in with these artists.

Kiwiburn has recently made lots of changes to backend processes - and as a team we're now using new systems and technology to facilitate these grants - with much enthusiasm and success.

We are currently running as a committee without a chairperson and are looking at ways we can continue to do this.

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 artgrants@kiwiburn.com kac@kiwiburn.com email address checking this regularly (including throughout the year)
- Attend the KAC summit
- The team is required to write an Afterburn report
- Update and maintain airtable, google documents and slack as required, ensuring policy and process documents are kept up to date.
- KAC members share responsibilities and tasks in several areas:
 - Financial record keeping & reporting
 - Organising our summit (where we allocate funds for the grant scheme)
 - Marketing and promoting the grant scheme (writing blog posts, making digital elements, advertising in local burner pages, hosting an event on site, hosting an online event)
 - Health and Safety (address any health and safety concerns)
 - Other general admin

Working Relationships

- Your KAC team members
- Arts Facilitator
- Finance team
- Web team
- Art Registration
- MPW
- Health and Safety
- Town Planner
- Communications Team

Who to Contact for Support

Your Department Facilitator is your main contact for support and asking questions in relation to your volunteering role. They are available to help you solve any problems that you may have. Of course, if you feel uncomfortable talking with them, our Crew Support team or our Volunteer Lead are here to help!

Being a part of Kiwiburn can be challenging at times. There can be many pressures and things to manage, and sometimes it can all become a bit overwhelming. So, to help you out and provide emotional support, our Crew Support is available to talk all year round as you need (crewsupport@kiwiburn.com).

If your work load or role does become a little challenging to manage on your own, please do reach out for support. Your efforts are greatly appreciated and we want to support you in the best way possible!

Time Commitment

- **Year round (if applicable):** 1-2 hours per week typically, 2-5 hours per week around grant time (Aug-Oct)
- **Attend KAC Summit:** Usually happens around August/September for a full weekend (volunteer/travel expenses paid)
- **Event period (if applicable):** Visiting/checking in on artists onsite (1.5hour max)

Necessary Qualities, Knowledge and Experience

- Good written and verbal language/communication
- Strong administrative skills - reporting, database maintenance, analytical skills
- Competency in the use of programmes such as google docs, excel, airtable, slack - or an ability to quickly pick this up
- Competent/responsive with email and regular internet access
- Self-motivated, able to get on with it!
- Good understanding of Kiwiburn and worldwide Burner culture
- A passion (and/or experience) in the arts.
- A sense of humor, an ability to work collaboratively and within a team

Desirable Qualities, Knowledge and Experience

- Technical knowledge of electronics, or building techniques that may be used in KB art pieces
- Has made an art piece for Kiwiburn or been involved in a Theme Camp
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the [Memorandum of Understanding](#) for more information.
- Design Skills - ability to use Adobe Suite to make flyers etc to promote KAC art grant processes
- Any other awesome skills you think might benefit the team