

## Town Planning Team Lead

### Job Purpose

The Town Planning team are responsible for planning and designing the layout of the Kiwiburn site.

A creative role where you conjure up the entire Kiwiburn town using the information provided by other teams and stakeholders and put it into the mixing pot of your imagination and knowledge to ensure a functional, vibrant and buzzing community.

You are integral to ensuring that the event is able to run smoothly for all participants and external contractors, including medics, fire safety, and sanitary contractors.

The Town Planning team are part of the infrastructure department, and the roles have year round responsibilities. The team work with various other Kiwiburn teams and stakeholders to achieve the key output of a publishable digital and hardcopy map.

### Key Responsibilities

#### Team specific responsibilities

- Be available and responsive regularly year-round via the [townplanning@kiwiburn.com](mailto:townplanning@kiwiburn.com) email address, and Slack, or ensure there is adequate cover when unavailable.
- Attend an onsite visit if required.
- Create a digital base map to use as a working map, with existing natural features and infrastructure (toilets, medics, ranger stations, site office, paddock boundaries etc.)
- Produce a site map and legend that is legible in colour and greyscale for printing in the guidebook, Kiwiburn website, and printed on large scale maps for use onsite during the event by Rangers, Medics, Site Managers, etc.
- Provide an opportunity for feedback from all stakeholders and be open to suggestions if safety or community issues are raised.
- Be open to changes to the site map layout until the publishing date, and document further changes before the event on a working map (toilet and art piece locations often change).
- Work with the Survey team to provide them with all the information needed for them to create their own GIS based map to mark out the site prior to the event.
- Create an art trail map if installations are too numerous to include on the main map.
- Coordinate with theme camps and art registrations to place camps and art in complementary and safely accessible zones, including Temple and Effigy build leads.

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- Coordinate with Sound to ensure theme camps can act in compliance with sound controls that are stated in the resource consent agreement (positioning of camps with large sound systems).
  - Work with traffic and gate volunteers to direct participants and theme camps arriving at the event.
  - Submit a budget for Town Planning. Including resources needed to outline Theme Camps, roads, and art locations, year round training and software if required, etc.
  - Help to develop and maintain up to date Infrastructure department policies and processes.

### **Team leadership**

- Lead and support your team in achieving their goals for the annual Kiwiburn event.
- Create a collaborative and inclusive team culture where people are inspired to contribute and make a difference for the Kiwiburn community.
- Communicate and consult with your team, and wider Kiwiburn teams as appropriate, on any key decisions that affect them.
- Support annual team planning and Kiwiburn event planning.
- Write the annual Afterburn report for the Town Planning team.
- Ensure your team members are responsive and meet deadlines and key deliverables.
- Regularly review and improve Town Planning practices with your team.
- Support the onboarding of new members into the Town Planning team alongside the Volunteer team.
- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).

### **Performance Objectives**

- Map is clear for all participants and volunteers to read and easily understand in colour and greyscale.
- Map best supports theme camps and art installations to be accessible to all participants and stakeholders.
- Road names and map design are aligned with Kiwiburn community standards.
- Clear communication where issues with map design and implementation occur.
- Take part in performance development after the event.
- Write the Town Planning section of the Afterburn report.
- Update documentation and Job Description as required.

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## Working Relationships

- Infrastructure Facilitator and 2IC
- Arts Department
- MPW Team
- Theme Camp Team
- Survey Team
- Theme Camps and Artists
- Community Department
- Communication Department
- Health and Safety
- Effigy and Temple leads
- Volunteers (Gate, Site Office, Traffic Team)

## Time Commitment

- **Year round:**  
This is a time demanding role.  
Time commitment will largely depend on process effectiveness, team work integration and role definitions.  
As a relative standard we have observed 2-3h/week from August to September, and 3-5h/week average until early January.  
2 hours for the Town Planning section of the Afterburn Report post event.
- **On site:**  
Be available onsite 2 days before the event to lead Town Planning onsite roles.  
Be available for 1 day post event for pack up.

## Necessary Qualities, Knowledge and Experience

- Knowledge of Kiwiburn site (onsite visit prior to mapping may be required).
- A background in urban design is ideal, or design skills gained in urban planning.
- GIS knowledge, or good IT background and willing to undertake training.
- Mapping, drawing, design software.
- Consultation and negotiation.
- Strong communication skills, especially in an online environment.
- Ability to work collaboratively in a team with integrity and respect.
- Desire to serve the burner community.
- Time management skills, with ability to deliver to deadlines.
- Comfortable learning/using software with regular access to a computer and internet.

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## Desirable Qualities, Knowledge and Experience

- Previous experience managing a team of people with different workloads and priorities.
- Previous experience in leading and managing volunteers.
- Experience as working in one or more of the roles in the Town Planning team.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the [Memorandum of Understanding](#) for more information.
- Experience as working in one or more of the roles in the Town Planning team.
- Passion for the potential of town planning to influence and support a happy burn event.
- Permaculture design experience.
- Possibility mindset focusing on the big picture and systems thinking.
- Creative and visionary ability.
- Humour, Grit, Passion, Absurdity, Commitment and Audacity.
- Strong working knowledge of Google Docs