

Gate Management

The Gate Management team assists the Gate Lead with administrative and onsite tasks pertaining to the Gate, for example rostering, communication with volunteers, documentation management, gate layout and planning, and onsite Gate implementation and management.

Key Responsibilities

Volunteer Management

- Help manage the volunteer roster.
- Help communicate with volunteers leading up to the event.
- Help compile volunteer feedback post-event.

Administration

- Help write Afterburn Report (usually several months post-event).
- Help manage and organize Gate documents (e.g. volunteer manuals).

Fiscal Management

- Help track spending and manage the budget.

Design Planning & Implementation

- Help design and implement Gate layout and processes.

Onsite Management

- Share overall Gate Management responsibilities with Gate lead and other 2ICs.

Working Relationships

- Services Facilitator & 2IC
- Gate Lead
- Gate 2IC
- Greeters
- Traffic
- Parking
- Ticketing
- MPW
- Theme Camp Coordinators
- Arts team

Time Commitment

- **Pre-event:** Year round will be an hour or less a week. December/January may require a couple hours a week. Internet access is essential.
- **Pre-event onsite:** You will need to either be on site during early entry (ideal) or on call remotely.
- **During the event:** You will need to do one day as a Gate Day Manager with overall responsibility for the Gate operations that day.
- **Post-event:** A few hours need to be put aside to help write the after burn report which is needed a few months after the event.

Necessary Qualities, Knowledge and Experience

- Confidence in communicating with Gate volunteers and other departments and maintaining good working relations.
- Ability to manage rosters.
- Honest, reliable, trustworthy, confident to oversee the Gate for a full event day.
- Deep love of Gate.

Desirable Qualities, Knowledge and Experience

- Experience with Gate management at Kiwiburn, other burns, or other events/festivals.
- Experience with traffic management.
- An understanding of radio communication.
- Keen to potentially take over as Gate Lead in the future.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the [Memorandum of Understanding](#) for more information.