

Surveying Team Lead

Job Purpose

The Surveying Team helps to bring the Kiwiburn map to life on the paddock.

This role leads and supports the team to use surveying techniques to mark out the Kiwiburn site layout designed by the Town Planning team, to show the road network, location of services and facilities, theme camp boundaries, and art placements.

Key Responsibilities

Team specific responsibilities

- Be available and responsive regularly year-round via the surveying@kiwiburn.com email address and Slack app, or ensure there is adequate cover when unavailable.
- Attend a site visit if required.
- Receive mapping information and data from the Town Planning team and convert it into usable data for surveying onsite, in a form that can be used with poor mobile reception and GPS accuracy.
- Support the Town Planning team to create a base map if required.
- Problem-solve any placement issues in collaboration with Town Planning, particularly with any urgent changes prior to the event.
- Prepare a budget for surveying and set-out equipment and procure what's missing.
- Manage a crew of three or four, 5 days before the event before the event to set out the site.
- Mark out the map layout on the ground including roads, theme camps, art installations, infrastructure, and car park area. This takes a number of days and requires a lot of walking.
- Design and install road signs at intersections.
- Mow the roads!
- Work with Town Planning, Parking and gate volunteers to direct participants and theme camps arriving at the event.
- Pack down road signs, public maps and resources used to designate areas.
- Write the Surveying section for the Afterburn report.
- Update and maintain Asana and Google Documents as required, ensuring 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.
- 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.
- Ensure your team members are responsive and meet deadlines and key deliverables.
- Regularly review and improve Surveying practices with your team.
- Support the onboarding of new members into the Surveying team alongside the Volunteer team.
- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).

Working Relationships

- Infrastructure Facilitator
- Infrastructure Facilitator 2IC
- Town Planning
- MPW
- Theme Camp Liaison
- Art Liaison
- Theme Camps and Artists
- Health and Safety
- Effigy and Temple leads
- Volunteers (Gate, Site Office, Traffic Team)

Time Commitment

- **Year round:**
Time commitment will largely depend on process effectiveness, team work integration and role definitions. Approximately 1-2hr/wk from October to January.
Commitment required to regularly check communication channels year-round.
2 hours required for the Surveying section of the Afterburn Report post event.
- **On site:**
Be available onsite 5 days before the event to lead Surveying onsite roles.
Be available for 1 day post event for pack up.

Necessary Qualities, Knowledge and Experience

- On-ground surveying skills - measuring and marking out the site.
- Knowledge of Kiwiburn site (onsite visit prior to mapping could be available).
- Some fitness required for marking out the site.
- Attention to detail and precision.
- 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.

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 Surveying team.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the [Memorandum of Understanding](#) for more information.
- Specialised surveying equipment and skills - owned equipment is a plus.
- GIS knowledge.
- Possibility mindset focusing on the big picture and systems thinking
- Creative and visionary
- Humour, Grit, Passion, Absurdity, Commitment and Audacity.
- Strong working knowledge of Google Docs