

Revision date: [April] 2020

## Burnable Art Build Coordinator

This is a year round role supporting the year round processes involved in our Effigy and Temple artworks!! The role involves supporting the burnable art liaison in administration of applications to build Temple and Effigy, ensuring the selection process is completed effectively and that the selected works are achievable on the paddock. The Burnable Art build coordinator is responsible for supporting Temple and Effigy leads through the Burnable Art process from July through to the leave no trace aspect of the burn, working to enable Kiwiburn to have well planned and built burnable art on site.

You will be working closely with the Temple and Effigy leads and the Infrastructure Build Coordinator to ensure they have the resources they need, and that activities and outputs needed to effectively manage the event are available. The Burnable art build coordinator is also responsible for engaging with the pyrotech, event delivery team, MPW lead, and treasurer regularly in the lead up to the event to ensure they have up to date information about the planned art projects, and their needs are being met in a timely fashion.

The role involves operational oversight of the Temple and Effigy builds and burns once the crews are onsite, acting as a health and safety officer and supporting the builds to complete on time and burn safely in a timely manner. Onsite, you will be working closely with site management, MPW, Infrastructure build coordinator and Fast/Fenz (fire safety).

### 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](#).
- Keep the Site Management and Treasurer informed of any decisions or changes that affect them.
- Be available via email [burnablearts@kiwiburn.com](mailto:burnablearts@kiwiburn.com)
- Participate in online discussion groups with build leads prior to the event and attend online meetings with site management.
- Escalate any significant issues (e.g. major delays, failure to deliver required information / plans) to Arts Facilitator, site management, and Treasurer for review.
- Ensure build leads are aware of financial policies, guidelines and requirements, and have a viable budget.
- Ensure artists have the information required to plan installation, burn and removal within consent requirements.
- Operational oversight of the temple and effigy builds, burns and leave no trace post burn. Oversight of deconstruction if this is necessary.
- Assistance with burnable build crew training, health and safety
- Write an Afterburn report in a timely fashion.
- Take part in a peer review before the summit each year.

### Performance objectives

- Work collaboratively with the kiwiburn volunteer teams to deliver the Effigy and Temple for Kiwiburn Events
- Engage effectively and build good working relationships with build leads and crews
- Maintain a transparent and unbiased approach to administration of the selection and registration processes
- Help artists understand the constraints and opportunities available on site

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- Onsite support of burnable art build crews, health and safety officer
  - Take part in process development after the event
  - Write an Afterburn report

### **Working Relationships**

- ExCom chair
- Event Delivery team
- Site Managers
- Art Facilitator (Direct manager)
- Burnable arts liaison (team)
- Pyrotech (team)
- Stakeholders - Temple and Effigy Build leads
- Effigy and Temple build crews
- MPW lead and Infrastructure build coordinator
- FAST/FENZ (fire safety)

### **Who to contact for support**

This can be a diverse and challenging role. As a member of the Arts team you can approach the Arts Facilitator for general assistance and guidance, an Team Lead for specific help (e.g. art grants, treasurer) or the Site Management for event specific queries. Issues can be raised with the Site Managers or with Crew Support ([crewsupport@kiwiburn.com](mailto:crewsupport@kiwiburn.com)) if you are uncomfortable talking directly to your facilitator.

### **Time Commitment**

- February Afterburn report and prep for opening next round of submissions
- March-May supporting proposal development and selection process
- June - Temple and Effigy selection,
- July- November support for preparatory build activity for temple/effigy,
- Nov - Jan - support towards build and Burn planning. Must attend online meetings with site management team, build leads, and Arts teams
- January Must be available onsite for the whole build period and event

### **Necessary Qualities, Knowledge and Experience**

- Previous experience with large scale art projects/builds
- Calm leadership in worksite management role
- Budget skills
- Regular access to a computer and internet.
- Strong communication skills
- Effective stakeholder management.

### **Desirable Qualities, Knowledge and Experience**

- Experience with burnable art plan and build at an event/Burn
- Understanding of potential art risks and the ability to mitigate early
- Flexible and responsive working style
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi)

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- Please read these links for more information if you are unsure;  
<https://waitangitribunal.govt.nz/publications-and-resources/school-resources/treaty-past-and-present/section-3/>  
<https://waitangitribunal.govt.nz/treaty-of-waitangi/meaning-of-the-treaty/>
  - Strong working knowledge of G-Suite and Asana and airtable