

Revision date: May 2026

KB27 Event Manager

Job purpose

The Event Manager is responsible for the overall operational planning, coordination, and delivery of the annual Kiwiburn event. This role provides year-round project management support to the teams delivering Kiwiburn, helping Team Leads stay connected, informed, supported, and on track. The Event Manager works across the organisation to ensure teams have the information, documentation, timelines, and escalation pathways they need to deliver their parts of the event safely and effectively.

During build, event, and pack down, the Event Manager works closely with Site Management and onsite teams to support the operational delivery of the event. This includes liaising with contractors and external stakeholders, supporting emergency response processes, helping resolve operational issues, and ensuring key decisions are communicated to the people affected by them.

The Event Manager also acts as an operational voice between Team Leads, ExCom, and the wider Kiwiburn community. A key part of this role is maintaining connection, morale, recognition, and support across the volunteer teams who make Kiwiburn happen..

Key Responsibilities

Event leadership and delivery

- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).
- Coordinate the overall operational delivery of the annual Kiwiburn event.
- Work with Team Leads to ensure event planning is progressing, key deliverables are understood, and deadlines are met.
- Identify operational gaps, blockers, risks, or areas of confusion and help teams work through them.
- Keep teams informed of decisions, changes, and developments that affect their work.
- Maintain oversight of internal early entry numbers in conjunction with the relevant teams.
- Help ensure event delivery remains aligned with Kiwiburn's values, culture, and community expectations.

Onsite operations

- Be available onsite for the build, event, and pack down period as required.
- Work closely with Site Management to support safe, effective onsite operations.
- Support Site Management, Civil Defence, emergency services, and relevant Kiwiburn teams during onsite emergencies or major operational incidents.
- Help carry out Kiwiburn's emergency response protocols in conjunction with Site Management and other relevant leads.
- Hold or support regular onsite check-ins/toolbox meetings with build and operational teams.
- Liaise with onsite teams to ensure build projects, infrastructure needs, and operational tasks remain on track.
- Support morale, team wellbeing, recognition, and connection during high-pressure onsite periods.
- Help ensure onsite teams have the information, resources, and escalation pathways they need.

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- Maintain appropriate confidentiality when dealing with sensitive operational or incident information.

Team support and project management

- Provide leadership, coordination, and support to the Event Management team and relevant operational teams.
- Find, train, and support an Event Manager 2iC.
- Support Team Leads with planning, documentation, budgeting, timelines, and operational problem-solving.
- Hold regular check-ins with Team Leads, increasing frequency as the event approaches.
- Assist with onboarding new Team Leads in conjunction with the Volunteer Coordinator and relevant Facilitators.
- Support teams to work together smoothly and efficiently, minimising and resolving conflict where possible.
- Escalate significant team, operational, safety, or conduct concerns through appropriate Kiwiburn pathways.
- Encourage a collaborative, inclusive, and sustainable volunteer culture.
- Support team members to access Crew Support, conflict resolution, or other wellbeing pathways when needed.

External stakeholders, contractors, and compliance

- Liaise with external services and stakeholders as required, including police, council, security, water testing providers, neighbours, suppliers, landowners/farm workers, traffic management, acoustic consultants, and the wider Hunterville community.
- Work with relevant teams to support resource consent compliance and operational requirements.
- Support the preparation and delivery of key event documents, which may include the Health and Safety Plan, Traffic Management Plan, Operational Noise Management and Monitoring Plan, and related compliance documentation.
- Work with the Sound Team, Site Management, and relevant stakeholders to support noise management processes and compliance requirements.
- Consult on contractor agreements, supplier arrangements, and operational service requirements.
- Help ensure landowner agreements and site-use expectations are understood, communicated, and upheld.
- Support positive, respectful, and ongoing relationships with local stakeholders and the surrounding community.

Communication and documentation

- Maintain the eventmanager@kiwiburn.com email address and check it regularly year-round, with increased responsiveness during peak planning and event periods.
- Participate in relevant Kiwiburn online discussion groups and attend required meetings.
- Attend ExCom meetings as required to provide operational updates, raise issues, and represent Team Lead and event delivery perspectives.
- Maintain clear records of decisions, operational processes, and key documentation.
- Keep Event Management documentation, Asana tasks, and Google Drive materials up to date so that the role can be handed over or temporarily covered if needed.
- Produce an Event Manager Afterburn report after the event.
- Collate relevant team Afterburn reports or support the Afterburn process as required.
- Participate in peer review, post-event review, the Kiwiburn Summit, and the Kiwiburn AGM as required.

Working Relationships

- ExCom members
- Event Manager 2iC
- Site Manager and Site Management team
- Team Leads and Facilitators
- Landowners, farm workers, neighbours, and local stakeholders
- Contractors and suppliers
- External services, including police, council, security, and emergency services

Time Commitment

- **Year round:** approximately 2–4 hours per week during quieter periods.
- **June to January:** may increase to approximately 5–10 hours per week as event planning ramps up.
- **September to February:** must be available to respond to email and operational queries regularly.
- On site: approximately 4–5 weeks across build, event, and pack down.
- **Meetings:** expected to attend approximately 10 ExCom meetings per year, plus relevant operational meetings.
- **Post event:** available to complete Afterburn reporting, participate in review processes, attend Summit, and support handover/documentation.

Necessary Qualities, Knowledge and Experience

- Event management or operational event delivery experience.
- Familiarity with Kiwiburn teams and how they work together.
- Strong people leadership and volunteer support skills.
- Strong communication skills, especially in online and high-pressure environments.
- Effective stakeholder management and relationship-building skills.
- Ability to work collaboratively with integrity, respect, and care.
- Ability to make calm, practical decisions in fast-changing situations.
- Proven experience working under pressure.
- Strong time management, project planning, and deadline management skills.
- Ability to coordinate multiple teams, priorities, and moving pieces.
- Understanding of confidentiality and appropriate handling of sensitive information.
- Flexibility and adaptability.
- Comfortable learning and using software such as Google Workspace, Slack, and Asana.
- Regular access to a computer and internet.
- Self-directed learner.
- Commitment to volunteer sustainability, team wellbeing, and avoiding burnout.

Desirable Qualities, Knowledge and Experience

- Prior leadership position within Kiwiburn or another Burning Man Regional Event.
- Previous experience managing teams with different workloads, priorities, and working styles.
- Existing relationships with Kiwiburn Team Leads and/or key operational teams.
- Project management experience.
- Experience with contractor management, supplier coordination, or external stakeholder liaison.
- Experience with resource consent, health and safety, traffic management, noise management, or similar event compliance processes.
- Emergency response training, such as CIMS or equivalent.
- Experience as a Team Lead in one or more Kiwiburn teams.
- Strong working knowledge of Google Drive, Google Docs, Slack, and Asana.
- Understanding of Te Tiriti o Waitangi and a willingness to support Kiwiburn's commitments in an Aotearoa context.
- Community spirit, patience, humour, and the ability to bring morale, recognition, and care to the people doing the mahi.