

Revision date: February 2026

Arts Facilitator 2IC

Job Purpose

The Arts Facilitator 2IC supports and assists the Arts Facilitator in overseeing the administration of Kiwiburn Arts department. The Arts Department are responsible for supporting the artistic and creative contributions by participants across a number of functions and sub-teams, including:

- Kiwiburn Arts “committee” (e.g. art grants, theme selection, event poster selection)
- Art Support Services (A.S.S.)
- Burnable Arts (e.g. Temple, Effigy)
- Mobile Art Vehicles
- The Hub
- Centre Camp
- Art Camp
- Community bbq

Key Duties/Responsibilities

With the support and guidance of the Arts Facilitator:

- Maintain and track progress of key milestone dates and deliverables throughout the year
- Draft and request internal and external communications (e.g. Electric Fence Post announcements of arts opportunities opening/closing)
- Track and manage IT requests
- Communication and information sharing throughout the Arts department and other teams as necessary according to Kiwiburn’s [Organisational Structure](#).
- Attend and contribute to Arts and other department team meetings, and at times represent the Art Facilitator and Arts Department
- Keeps teams informed and engaged around any key decisions that affect them.
- Provide leadership and support strategic direction for the respective teams.
- Support teams to work together in a smooth and efficient manner, minimising and resolving conflict.
- Prepare and manage the Arts department budget and spend.
- Onboarding new Arts team members into their respective teams.
- Develop new initiatives and projects.
- Event readiness and setup.
- Produce Afterburn reports following an event cycle.

ExCom duties

The 2IC is expected to act in a manner fitting of an Kiwiburn Executive Committee (ExCom) member, as per the [Memorandum of Understanding](#). **At times, the 2IC will be required to stand in for the Facilitator in the delivery of their ExCom responsibilities.** These are:

-
- Be an active member of the ExCom, collaborating to provide strategic and key decision making for Kiwiburn, and representing the voice of your Team Leads and community.
 - As part of ExCom, manage and direct the operation of Kiwiburn Incorporated Society and the annual Kiwiburn event.
 - Participate in ExCom online discussion groups and attend online meetings.
 - Contribute to courageous discussions at ExCom level to drive change.
 - Deputise for the Arts Facilitator in their Kiwiburn Executive Committee (ExCom) duties if/when required (for example, due to absence).

Working Relationships

- Arts Facilitator
- Arts Department teams
- Artists
- Department Facilitators (ExCom members), ExCom Chairperson, Treasurer and Secretary
- Town Planning
- Communications
- IT
- MPW
- And other Kiwiburn teams as required

Teams under leadership

Arts Department teams as per the Kiwiburn [Organisational Structure](#).

Time Commitment

Year round average: 2 - 4 hours per week. From September - January this may increase to 4 - 8 hours per week, and February - April (post-event) reduces to 2 - 4 hours per week.

On site: Optional, however, opportunities are always available for pre-event setup. During the event there are two to three events that you are encouraged to support if possible.

Necessary Qualities, Knowledge and Experience

- Experience attending Kiwiburn (or other Burn events) and volunteering.
- Passion for arts and creative communities.
- Strong people and operational leadership skills.
- Strong communication skills, especially in an online environment.
- Ability to work collaboratively in a team with integrity and respect.
- Experience in building relationships to achieve shared outcomes.
- Project and time management skills, with ability to deliver to deadlines.
- Flexibility and adaptability.
- Comfortable learning/using software with regular access to a computer and internet.

Desirable Qualities, Knowledge and Experience

- Arts administration, arts practice.
- Familiarity with the various Kiwiburn teams and their functions.
- Project management experience.
- Previous experience managing a diverse team of people with different workloads and priorities.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please refer to the Memorandum of Understanding for more information.