Job description

# Art Liaison

## Job Purpose

The Art Grants Liaison supports artists throughout the entire Kiwiburn art grant process — from application to installation — ensuring a smooth, well-coordinated experience. This role focuses on administrative and logistical support, not on funding decisions. You'll handle communications, assist with documentation, and help artists meet key deadlines and compliance requirements (health & safety, placement, ticketing, etc.).

## Key Responsibilities

### Team specific 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.
- Maintain the artsupportservices@kiwiburn.com email address checking this regularly (including throughout the year)

### Artist Support & Administration

- Act as the primary point of contact for assigned artists, answering questions and providing guidance on forms, deadlines, and requirements.
- Support artists through the art registration lifecycle — application, approval, installation, and post-event wrap-up.
- Track artist documentation, contracts, and health & safety submissions to ensure all requirements are met.
- Manage and maintain the shared email inboxes (e.g. artsupport@kiwiburn.com, artgrants@kiwiburn.com), ensuring timely and clear communication.
- Coordinate artist placement on the paddock in collaboration with Town Planning.
- Provide ticketing information and support to artists (if applicable).
- Keep administrative systems (Airtable, Google Drive, Slack, etc.) up to date and tidy.
- Contribute to the Afterburn report with relevant artist-related updates.

### Health & Safety / Compliance

- Work with the Health & Safety team to ensure artists submit appropriate plans and risk assessments.
- Help track compliance milestones and follow up where needed.

### Event Support

- Assist with on-site artist check-ins and liaise with Art Support Services to ensure installations run smoothly.
- Be available to troubleshoot simple admin or communication issues during the event period.
- Support on-site events (e.g. Artist appreciation, Art tours)

**Team leadership support**

- Provide support to your team in achieving their goals for the annual Kiwiburn event.
- Help to 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.
- Contribute to annual team planning and Kiwiburn event planning.
- Engage with the regular review and improvement of Art Support Services practices.

## Working Relationships

- Art Support Services Team Lead
- Art Support Services onsite volunteers
- Arts Facilitator
- Arts Facilitator 2IC
- Artery Team
- KAC
- Town Planning
- Health and Safety team

## Time Commitment

- **Year round**:
  2 - 5 hours per week. From August - January (pre-event) this increases to 5 - 8 hours per week.
- **On site:**
  *Be available for relevant handover to* Art Support Services team onsite roles.

## Necessary Qualities, Knowledge and Experience

- Excellent written and verbal communication skills
- Strong administrative and organisational skills
- Competency with Google Workspace, Airtable, and Slack (or willingness to learn quickly)
- Responsive and reliable with consistent internet access
- Self-motivated and comfortable managing tasks independently
- Collaborative, with a good sense of humour and positive attitude
- Understanding of Kiwiburn and broader burner culture

## Desirable Qualities, Knowledge and Experience

- Previous experience supporting creative or event projects
- Understanding of health & safety or risk management processes
- Familiarity with Te Tiriti o Waitangi (Treaty of Waitangi)
- Passion for the arts and artist development

- Basic design or communication skills (helpful for document formatting or updates)