

Centre-Stage Coordinator

Job Purpose

For KB24 the art department is aiming to add a performance stage to the central hub to provide a space for performance art and provide entertainment for people in the hub area.

This role involves working with the Centre-stage lead to organise and coordinate the centre-stage acts and co-ordinating the Centre-stage volunteer team at Kiwiburn.

Key Responsibilities

- Admin and communication with community members who submit expression of interest in performing on centre-stage team
- Support performers teams to utilise the core services of centre-stage
- Allocating and managing resources and creating the run sheets
- Communicate centre-stages offerings
- Co-ordinate on-site centre stage volunteers
- Maintain the Centre-stage coordinator email address
- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).

Working Relationships

- Arts Facilitator
- Centre-stage team lead
- Centre-stage onsite volunteers
- Centre-stage acts
- Hub Leads and teams (ARTery, Centre-Camp, depot)
- Volunteer co-ordinator
- Communications team
- Sound Team

Time Commitment

- **Preparation:** About 2-4 hours a week year-round planning and preparing for the event. With increase in demand closer to the event. Lower workload February-June
- **Onsite - pre event:** 2-3 days on site prior to gates opening to help setup centre camp.
- **Onsite - during event:** Coordinate the onsite volunteer shifts and rostering for centre camp. Liaise with other hub teams.
- **Onsite - post event:** 1 day of packdown.
- **Post event:** 5-8 hours total, mostly to help produce the Afterburn report and give feedback.

Necessary Qualities, Knowledge and Experience

- Previous burn experience.
- Stage/event management experience
- Organisation, budgeting and clear communication skills.
- Honest and fair - not showing bias or preferential treatment.
- Ability to define boundaries and set achievable targets.
- Proactive problem solver.
- 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.
- Comfortable learning/using software with regular access to a computer and internet (Slack, G-Suite, Air Table, Asana)

Desirable Qualities, Knowledge and Experience

- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the [Memorandum of Understanding](#) for more information.
- Ability to commit long term - ideally the centre-stage co-ordinator will serve in this role for 2+ years to facilitate getting this new project developed for kiwiburn