Job description

Revision date: December 2025

Site Office 2IC - Build Period

The Site Office is the general information point & administrative hub for Kiwiburn volunteers, Theme Camp crew, artists, and participants. The Site Office team is responsible for ensuring that all participants and volunteers who need to go to the Site Office are able to get the correct information and support they require as soon as possible.

Prior to the event during the Build period, the Build Period 2IC will support the Site Office Lead to set up and maintain the Site Office so that all resources necessary to operate the Site Office effectively are on hand and readily accessible. You will provide administrative support to the Event Delivery team and build crews (MPW, Temple, & Effigy crews) and all onsite volunteers during this period. This includes ensuring that all those new to the site (early entry Team Leads, Volunteers, Artists, and Theme Camp members) receive a proper site safety induction, tracking down and updating resources as requested on the Kiwiburn Google Drive, managing the distribution and charging of radios for all those who need them, other general office tasks (mainly printing signs & other necessary documents), and working with the Finance/Purchasing team to assist onsite teams with purchasing supplies and coordinating town runs for collection of goods etc..

The Site Office Lead, 2iCs and crew are encouraged to use their creativity to build a funky identity and bring fun around the office!!

Team composition for information: minimum of 16 people: 1x Lead, 3x 2iCs (1 x pre-event, 2 x during), 12x general volunteers

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.
- Help maintain the siteoffice@Kiwiburn.com email address while onsite
- Help set up the site office
- Coordinate site safety inductions for build crews and early entry participants from theme camps, and early entry volunteer Team Leads
- Maintain phone and internet
- Manage radio allocation
- Act as the onsite administrator for Kiwiburn
- Print and maintain vital documents/ Print signs
- Maintain first aid kit
- Contribute to writing the Afterburn report by giving feedback

Performance objectives

- Site office setup so that it is organised and functional
- All build crew and early entry participants are inducted to site

- RT's are managed and returned to supplier without loss
- Afterburn report prepared on time

Working Relationships

- Site Office Lead and 2iCs
- Site Office crew volunteers
- Event Delivery Team
- Site Managers
- All onsite team leads and crew including MPW, Effigy, and Temple

Who to contact for support

This role can bring its own challenges. Onsite you'll have direct access to Crew Support who are available before, during and after the event to have a chat (off-site you can contact them via email at crewsupport@kiwiburn.com). In the first instance speak to your Site Office Lead, or you can talk to the Chair (the Facilitator for Site Office), Site Manager, or any member of the Event Delivery Team if you ever want or need to.

Time Commitment

The Site Office 2IC (pre-event) role involves an onsite commitment of at least 2-3 weeks before the event begins in order to set the Site Office up, and 1-2 shifts during the event.

Necessary Qualities, Knowledge and Experience

- Computer literate & familiarity with Google Suite especially Google Docs
- Strong organisational skills & attention to detail
- Good memory for location of items, passing on messages etc.
- Leadership experience appreciated but not necessary
- Ability to problem solve effectively
- Strong communication and interpersonal skills (nonviolent communication a must)
- Positive and enthusiastic attitude
- Prior Kiwiburn experience preferred but not required
- A healthy sense of humour is always a bonus!