

## Art Support Services (ASS) Team Member

Art Support Services (ASS) is a new team that will work in the art department alongside KAC and ARTery to help everyone get their art to the paddock! ASS are responsible for helping artists through the processes of Kiwiburn, coordinating the documentation needed by other internal teams from all the artists and providing onsite art support services in The Hub during the installation and pack down phases of the event.

### Job Purpose

This job description covers all of the aspects of ASS that we wish to have covered by a whole team of volunteers. You can contribute year-round or just for some times in the year where you have more capacity. You can contribute more to the onsite ASS activity or more to the ASS functions before the burn. You can contribute where you have skills and strengths or you can jump in and learn new skills and develop your weaknesses! The most important part is that you want to help support people who are bringing art to Kiwiburn

This is a new team and we will work together to define the roles within it based on how our first team assembles. We want to meet with those who want to be a part of ASS, have a chat and understand how you want to contribute!

### Key Responsibilities covered by ASS team

- Admin support for Artists
  - Art grant applications support - help folks applying for funding (Kiwiburn grants and external grants)
  - Kiwiburn Art grant admin support - help folks get their \$\$
  - Art registrations support - help folks get their art registered and ensuring key information for town planning, health and safety, event guides are obtained
  - Art resource support - coordinating the use of kiwiburn art assets and theme camp sharing to help artists with lighting and power-sharing
  - Communications between Kiwiburn and artists
- Onsite Support for artists
  - Organise and manage ASS onsite art asset and tool library
  - Coordinating art installation placement, helping artists trouble shoot problems (within reason), onboarding on-site, health and safety sign off, MOOP checks, offboarding off-site
- Developing and improving processes for Kiwiburn Artists
- Develop and manage Kiwiburn skills support services
- Recruitment of new ASS members, interviewing, onboarding/training
- ASS Secretary, keeping the files organised, taking minutes

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- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).

ASS team members could also work towards all kinds of great art support ideas that you bring!

## Working Relationships

### All Team

- Arts Facilitator
- ASS leads
- ASS Team
- HUB teams (ARTery, Centre Camp, Lost Probably, Depot)
- Communications Team
- Other art department teams (burnables, KAC, mutant vehicles)
- KB creatives and wider community

Depending on which aspects of ASS you are working in you may need working relationships with other teams in kiwiburn - this is a great way to make awesome new friends!

- Excom
- Town Planning
- Theme Camps
- MPW
- Site management
- Health and safety teams
- Ticketing team
- Cultural Safety
- Accessibility and Rainbow
- IT team
- Treasury Team

## Time Commitment

- **Year round:**
  - Regular ASS meetings (at least 1-2 hours per month or more often as required)
  - Regularly checking emails and engaged on Slack
  - Additional year round participation that matches your capacity

**February - March:** Receipting art grants, team budget actuals, Afterburn reports, offboarding volunteers

**April - June:** Supporting art grant applications, recruiting, launching art registrations

**July - November:** Supporting Art Registrations and Logistics, liaising with artists for required documents and information for other KB teams

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**December - January:** Event Guide, Art installation run sheet, Event shift roster, Set up and pack out plan and boom! Kiwiburn

- **On site:**
  - Some team members to be rostered into onsite ASS shifts manning the ASS help desk, tool library and artist onboarding
  - Some team members to rostered onsite shifts Sunday to Tuesday for managing artist offboarding and helping with the hub pack out.

### Necessary Qualities, Knowledge and Experience

*ALL ASS Team members need:*

- Enthusiasm!
- Good understanding of Kiwiburn and Burner culture
- 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

Some ASS team members need:

- Project management skills
- Experience building or bringing art to burns
- Technical knowledge of art mediums/skills, electronics, audio, lighting etc
- Experience with grant writing/application processes

### Desirable Qualities, Knowledge and Experience

- Ideally we get good representation in ASS, people who reside all across New Zealand, who have experience in a wide range of different art forms and have come from a wide range of backgrounds,
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the [Memorandum of Understanding](#) for more information.