Role Description

Art Camp Coordinator
Offsite Role / Onsite Role

Role Purpose

Organise and coordinate the Art Department Camp zone. The zone (typically located on the lower Paddock near the forest) hosts Art Department team members, and agreed guests and international visitors. Many of our team may not be part of theme camps or others they want to join in general camping. It's effectively a mini volunteer crew camping zone. It's our way of providing a home away from home for our valued team members and guests.

The year round and event role responsibilities can be split in consultation with the Arts Facilitator. If the Coordinator cannot be onsite for early entry (dates to be agreed), then an additional onsite volunteer may need to be recruited.

Working closely with all stakeholders in the Art Department, you will help coordinate and provide the detailed layout and space required to accommodate those wanting to be in the Art Camp zone.

All roles require acting in a manner fitting of a Kiwiburn volunteer as per the Memorandum of Understanding.

kiwiburn

Role Description

Key Responsibilities

Offsite - Pre Event (e.g. October to Mid January)

- Admin, emails, messaging, meetings
- Communication with stakeholders to understand all needs and requirements
- Negotiate doability of requirements
- Engage closely with Town Planning
- Develop setup and packdown plan
- Develop plan of how space will be allocated, signage, how marked out on site (and materials required)
- Develop plan of how camp members will be supported on arrival
- If required:
    - Recruit volunteer team member
    - Coordinate ticketing and early entry for volunteer
    - Coordinate onsite volunteer shifts
    - Oversight of volunteer
- Contribute to the development of the Art Camp vision
- Provide feedback on improvements to policies, procedures and practices
- Input into Afterburn Report

Onsite - Pre and during event (e.g. January)

- Mark-out space allocations, vehicle access paths, signage
- Support camp members on arrival and departure
- Packdown

Offsite - Post Event (February/March)

- Finalise input into Afterburn Report
- Ensure lessons learned and improvements are documented
- Ensure process in place for actions to be addressed in the next planning cycle

Working Relationships

- Arts Facilitator
- Town Planning
- Camp members

Time Commitment

- ***Pre event:*** 1 hour a week remote via Slack, Email and Google tools
- ***Pre event:*** ~4 days on site before gates opening for setup / combined with assisting other Art Department teams with setup
- ***Onsite - during event:*** Most people will arrive on Wednesday from early morning to late - we can negotiate how to share the load of greeting incoming camp members

- ***Onsite - post event:*** 0.5 day of packdown and leave no trace sweep
- ***Post event:*** 5-8 hours total, mostly to help produce the Afterburn report and give feedback.

Necessary Qualities, Knowledge and Experience

- Previous Burn attendance preferred.
- Organisation and clear communication skills.
- Honest and fair - not showing bias or preferential treatment
- Ability to define boundaries and set achievable targets.
- De-escalation and problem-solving skills.
- Strong communication skills, especially face-to-face and online
- Ability to work collaboratively in a team with integrity and respect.
- Desire to serve the burner community.
- Ability to lead and support other potential volunteers

Desirable Qualities, Knowledge and Experience

- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the Memorandum of Understanding for more information.
- Comfortable learning/using Slack, Gmail and Meet tools