

Art Support Services (ASS) Lead

Art Support Services (ASS) is a newly forming team aiming to help everyone get their art to the paddock! This team will be supporting artists through the processes of kiwiburn and provide onsite support services at The Hub.

Job Purpose

The ASS lead will

- Be the wrangler of the ASS volunteers and ~~who~~ coordinates the team to make sure we meet our key deliverables for the event. Run regular (at least monthly) meetings, delegate ASS tasks, recruit new volunteers and offboard leaving volunteers.
- Participate in coordinating art installation logistics. You will be working closely with the Arts Facilitators, Town Planning, Theme Camps, Health and Safety teams, MPW build coordinator, Site Managers to ensure all art is successfully and safely installed on the paddock and then removed without a trace. All is done with supporting the artists through the process in mind
- IF there is extra capacity in your team, then spearhead the development of new art support services that can be offered.

This is a new role leading a new team. If we are finding that this team has too many things going on for one person to manage we can split the role.

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
 - Coordinate materials to be available for sign making services
 - 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
 - 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

- Arts Facilitators
- 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
- Excom
- Town Planning
- Theme Camps
- MPW
- Site management
- Health and safety teams
- Ticketing team
- Cultural Safety, Accessibility and Rainbow teams
- 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
 - Attend meetings with other departments, which will increase in the lead up to the event increasing from June on to the event.

ASS yearly cycle

February - March: Receipting art grants, Artists Survey, Afterburn reports, recruitment

April - June: Supporting art grant applications

July - November: Supporting Art Registrations and Logistics, developing processes for next cycle

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

- **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 be 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

As Lead you will need

- Project management skills
- Good interpersonal skills
- Year round

Desirable Qualities, Knowledge and Experience

- Experience building or bringing art to burns
- Technical knowledge of art mediums/skills, electronics, audio, lighting etc
- Experience with grant writing/application processes
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the [Memorandum of Understanding](#) for more information.