

Revision date: [April] 2020

Burnable Art Liaison

The Burnable Art Liaison is responsible for administering the selection process, and supporting Temple and Effigy leads through the Burnable Art process, working to enable Kiwiburn to have well planned and built burnable art on site.

Year round the role involves administration of applications to build Temple and Effigy, responsibility for ensuring the selection process is completed effectively, and working with the burnable art leads to ensure they have the resources they need, and that activities and outputs needed to effectively manage the event are available. The Liaison officer is also responsible for engaging with the event manager, MPW lead, and treasurer regularly to ensure they have up to date information about the planned art projects, and their needs are being met in a timely fashion.

The role also involves administration and management of the Fire involved artworks submitted through the Art Registration process, liaising with Town Planning for placement of this registered art, and facilitating artist health and safety and MPW engagements.

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](#).
- Keep the Site Management and Treasurer informed of any decisions or changes that affect them.
- Be available via email burnablearts@kiwiburn.com and check weekly
- Participate in online discussion groups with build leads and burnable art build coordinator prior to the event and attend online meetings with site management.
- Ensure the build leads are aware of the design and build process, and provide support to meet deadlines and key deliverables.
- Escalate any significant issues (e.g. major delays, failure to deliver required information / plans) to Arts Facilitator, build coordinator, and Treasurer for review.
- Consult with Team Leads on larger organisational issues prior to making decisions, and keep teams informed of any key decisions that affect them.
- Ensure build leads are aware of financial policies, guidelines and requirements, and have a viable budget.
- Ensure artists have the information required to plan installation and removal within consent requirements.
- Complete handover to Burnable arts build coordinator once on site build commences
- Write an Afterburn report in a timely fashion.
- Update and maintain Asana and Google Documents as required, ensuring policy and process documents are kept up to date so that someone could run your department if you became unwell.
- Take part in a peer review before the summit each year.

Performance objectives

- Work collaboratively with Art Facilitator, site management, and Treasurer and MPW lead
- Engage effectively and build good working relationships with build leads

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- Maintain a transparent and unbiased approach to administration of the selection and registration processes
 - Liaise with other Art roles to maximise the effectiveness of Art selection, build, and placement activity
 - Help artists understand the constraints and opportunities available on site
 - Onsite art review / check against registrations
 - Take part in performance development after the event
 - Write an Afterburn report
 - Update Asana as required
 - Update documentation and Job Description as required

Working Relationships

- ExCom chair (senior)
- ExCom members (senior)
- Site Managers (senior)
- Art Facilitator (Direct manager)
- Burnable arts build coordinator (team)
- Pyrotech (team)
- MPW lead and MPW build coordinator
- FAST/FENZ (fire safety teams)
- Stakeholders - Temple and Effigy Build leads (liaise)

Who to contact for support

This can be a diverse and challenging role. As a member of the Arts team you can approach the Arts Facilitator for general assistance and guidance, an Team Lead for specific help (e.g. art grants, treasurer) or the Event Manager for event specific queries. Issues can be raised with the Event Manager or with Crew Support (crewsupport@kiwiburn.com) if you are uncomfortable talking directly to your facilitator.

Time Commitment

- February Afterburn report and prep for opening next round of submissions
- March-May supporting proposal development and administering the selection process
- June - Temple and Effigy selection,
- July- November admin support for preparatory build activity for temple/effigy, relevant admin support and liaising for registered art that incorporates fire
- Nov - Jan - liaise with Town planning for art placement, admin support for health and safety of burnable arts Can get very busy, 5-10 hours a week, with a break over Christmas
- Must be available to answer emails at least 2-3 times a week May - Jan
- Must attend online meetings with site management team, build leads, and Arts teams

Necessary Qualities, Knowledge and Experience

- Administration skills (esp. Excel, survey tools, data management)
- Budget skills
- Regular access to a computer and internet.
- Strong communication skills, especially in an online environment.
- Effective stakeholder management.

Desirable Qualities, Knowledge and Experience

- Experience with burnable art plan and build at an event/Burn
- Understanding of potential art risks and the ability to mitigate early
- Flexible and responsive working style
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi)
 - Please read these links for more information if you are unsure;
<https://waitangitribunal.govt.nz/publications-and-resources/school-resources/treaty-past-and-present/section-3/>
<https://waitangitribunal.govt.nz/treaty-of-waitangi/meaning-of-the-treaty/>
- Strong working knowledge of G-Suite and Asana and airtable