

### **Role Title - Arts, Theme Camps and Services Facilitator**

#### **Job Purpose:**

To liaise between ExCom, Operations and Team Leads of Kiwiburn Arts Committee, Artery, Theme Camps coordinator, Temple, Effigy, Depot, Town Hall and any other organisational groups as needed to ensure the smooth running of these areas.

#### **Key Responsibilities:**

- Active participation on ExCom discussions and decisions
- Communicate important information between ExCom, relevant Facilitators and Team Leads
- Check in and assist Team Leads with organisational tasks, problem solving and timelines as needed
- Overview of budgets for relevant areas
- Represent issues, initiatives and tasks from relevant Team Leads in ExCom discussions.

#### **Working Relationships:**

- ExCom
- Facilitators, Team Leads, Kiwiburn Arts Committee, Artery, Operations, Theme Camps coordinator, Town Hall, Depot, Temple, Effigy, Operations and Finance,
- Any other relevant Facilitators and Team Leads as needed eg. Gate, Town Planning, Volunteer coordinators, Communications team.

#### **Time Commitment:**

- **Year round:** 2-5 hours per week, plus Summit weekend (April / May)
- **On site:** minimal; 2-5 hours total
- **Post Event:** 2-5 hours

#### **Necessary Qualities, Knowledge and Experience:**

- A thorough understanding of Kiwiburn systems, people, duties and tasks
- Organisational, administration and time management skills
- Excellent online communication and facilitation skills
- Experience managing teams.

#### **Desirable Qualities, Knowledge and Experience:**

- Experience as a Kiwiburn Team Lead
- Enthusiasm and adaptability
- Works well in a team.



## **Job Description**

Revision date - 11 April 2018