

## Event Coordinator Role Description

The **Event Coordinator** serves as the visionary and spark for the event. They will:

- Facilitate Associate Producers so that they continue to make progress in their departments and adhere to the event planning timeline, budget, etc.
- Provide guidance to the Event Leadership Team, when requested
- Empower and provide space for each Associate Producer to explore and lead within their role
- Facilitate communication and collaboration between departments
- Coordinate regular status update meetings between all Associate Producers
- Help to remove roadblocks that impede progress
- Serve as a internal point of escalation when needed, and decide when an issue needs to be escalated to the Board of Directors
- Be the primary interface between the Event Leadership Team and the KindleArts Board of Directors
- Be the primary interface between the Event Leadership Team and the venue, external contractors, and Burning Man Regional Contact
- If the Event Coordinator chooses to, work with the Burning Man Regional Contact for Victoria, BC to obtain official event status, and if so fulfill any related requirements
- Provide regular progress and status update reports for the Board of Directors
  - Report to include, if any:
    - Progress made to date
    - Upcoming events/milestones
    - Issues log
    - Documented risks
    - Budget updates
- In collaboration with the Associate Producers and Team Leads, create a Final After Burn Report that documents what worked well, what could have been improved, final budget, and suggestions for future events

### Event Leadership Deliverables:

- Contribute to long-term planning and iterative improvement by reviewing previous post-event reports (for past versions of the same event) and reflecting on these past outcomes/recommendations when putting together all pre-event planning and the post-event report

- Create the event budget, with Board approval, and participate in contract negotiations with the venue, if needed
- Create an event roadmap with milestones and coordinate with Associate Producers to ensure progress
- Coordinate regular status update meetings with Associate Producers
- Create a communications plan
- Create a conflict resolution plan
- Create status update reports for the Board of Directors on a regular basis
- Write a formal, post-event, report and any other documentation that could inform and update existing KindleArts policies
- Coordinate post-event debrief meetings with all Associate Producers, Team Leads, and the Board of Directors

#### **Expanded Event Leadership Team's Shared Responsibilities & Deliverables:**

The following are more specific responsibilities, tasks, and deliverables that the Event Leadership Team as a whole is accountable for:

#### **Venue Contract and Event Budget**

The Event Leadership Team will create a budget for the event. The Event Coordinator and Board Liaison will agree on key details of the scope of the event such as duration, venue, number of tickets available. The Event Coordinator and Board Liaison negotiates the contract details with the venue. The Contract is signed and approved by the Board of Directors before venue deposit payment is made. The Event Leadership Team agrees to work within the approved budget. The Board of Directors recognizes that some degree of financial flexibility is needed, with an expectation of not exceeding 10% of the proposed budget without approval from the Board.

The event budget shall ideally be designed to generate at least 30% surplus over event costs.

#### **Event Timeline**

The Event Coordinator will create the overall timeline and milestones for the event. This is often based on existing timelines from previous years and in collaboration with the rest of the Event Leadership Team. Having a clear roadmap helps the Associate Producers and Team Leads meet deadlines and create their own schedules for getting things done. The Board of Directors will review the timeline and milestones at the start of the event planning with the Event Coordinator, who then delivers regular updates.

### **Permits, Insurance, and External Contractors**

The Event Coordinator with the Board Liaison is responsible for ensuring all required permits are obtained. The Board of Directors is responsible for obtaining event insurance. The Board of Directors will provide support as needed for permits and other regulatory requirements. The Board of Directors will contract First Aid, Security services, and any other external contractors needed for the event, in consultation with the Associate Producers of Safety & Systems..

### **Official Event Status Application and relationship to the Regional Contact/s (RC)**

Should Burning Man Official Event Status be desired, the Event Coordinator is responsible for writing the application for Official Regional Status for the event. Board of Directors will approve the application before submitted. The Event Coordinator works with the local Regional Contact to ensure the RC is satisfied that the event meets the official status criteria.

### **Role of a Regional Contact (RC)**

The RC reviews Regional Status Application for completeness, and submits application to the Burning Man Org. RCs have access to required information regarding the event for purpose of verifying compliance with Burning Man criteria, and their role is to monitor and advise only. RCs have no authority other than that which may be assigned from participation in another event team role. An RC may share appropriate and required information with the Burning Man Org and the Regional Network for verification, support, and learning within the Burning Man network. RCs also maintain the Victoria-announce email list and provide feedback and resources to the Event Leadership Team and to the Board of Directors regarding requirements for Official Regional status, as necessary or as requested. RCs also share other information from the Regional Network with the Event Coordinator and the Board of Directors as necessary.

### **Relationship to KindleArts Board of Directors**

The Event Coordinator is expected to keep the Board of Directors informed where necessary, especially as relates to the following:

- Liability and risk issues, especially in relation to the timeline and agreed-upon milestones;
- Additional production costs that exceed the proposed budget costs;
- Conflict management issues that may affect the continuation of the event or the health of working relationships;

- Any major departure from previous organization of the event, e.g.: providing free tickets to volunteers, not having a burn, providing 'new' grants. Any such departure that is not enacted by outside authorities (fire ban, police order, etc.) needs agreement from the Board of Directors.

A liaison to the Board of Directors will attend all Event Leadership team meetings. They are appointed by the Board of Directors, in consultation with the Event Coordinator, at the start of event planning. This role serves as an additional, impartial communication channel between the Event Leadership Team and the Board of Directors. The primary function of the liaison is to observe and advise, not to be involved in the production of the event. As it is important that they remain objective and solely represent the needs of the KindleArts membership and community, they should be careful about engaging in production activities or undertaking lead roles.

In addition, the Event Coordinator is expected to keep the Board of Directors informed where necessary and as it relates to the following:

- Liability and risk issues, especially in relation to the timeline and agreed upon milestones.
- Additional production costs that exceed the proposed budget costs.
- Conflict management issues that may affect the continuation or health of the event.
- Any major departure from previous organization of the event, e.g.: providing free tickets to volunteers, not having a burn, providing 'new' grants.
- Any such departure that is not enacted by outside authorities needs agreement from the Board of Directors - Fire ban, police order, etc.

### **Communications**

The Event Leadership team must create a Communications Plan at the start of event planning. This is to facilitate smooth and consistent collaboration between departments. KindleArts operates a number of social media tools as well as a mailing list. They will be made available to the Associate Producer for Information. Any communications to the larger KindleArts community sent from a KindleArts official account must be approved by the Director of Communications prior to sending. This is to ensure any communications are in line with the Society's Values and Constitution as well as within the scope of the event, and to acknowledge the Board's collective responsibility for any official society communications.

### **Conflict Resolution and Decision Making**

The Event Leadership Team must agree to a Conflict Resolution Plan and a decision making model at the start of event planning. The Board of Directors encourages decisions to be made by consensus. If an

alternate form of decision making is preferred by the Event Leadership Team, it must be documented and adhered to. If needed, KindleArts will support mediation or alternate forms of conflict resolution.

However, the Event Leadership Team is encouraged to try and solve any issues amongst themselves prior to escalating to the Board of Directors.

### **Financials**

The Associate Producer for Systems and Event Coordinator will follow any cash handling or other financial policy outlined by KindleArts, and collect all receipts at the end of the event for verification and/or reimbursement. All receipts must be attached to a completed reimbursement form or as required by the Treasurer. Receipts shall be provided to the Treasurer within thirty days of the end of the event.

### **Final Report**

The Event Coordinator will write a final report that outlines: an overview of the event, details of each department, successes and challenges in each department, financials, types of participation, art installations, volunteer overview (including volunteer names and hours) and recommendations for the future.

Previous final reports can act as a guide.

The final report should be completed no later than one month post event.

### **Documentation**

The Event Leadership team may need to prepare policies and written material for use in the organization of the event as necessary. The Event Leadership team is expected to add to the Standard Operating Procedures for the event or create one where it does not exist. This is a living document, created in collaboration with the Event Leadership team. The Event Leadership team is expected to follow existing KindleArts policies and procedures such as Code of Conduct, Sound Policy, and the Minor Participant Policy as set forth in the Parental Consent Form.

### **Debrief Meetings**

It is important to the development of our events to hear from as many people as possible about their experience. Post event Event Leadership debrief meetings shall be held and feedback incorporated into final reports and recommendations.

In addition, the Event Coordinator shall attend a Board of Directors meeting after the event for a debrief dialogue.

The Event Leadership team should consider soliciting community feedback and create a census using an online poll or other method to gather this information.

The Event Coordinator may be required to attend a debrief or follow up meeting with the venue operators or representatives to address issues arising during the event cycle.

### **Event Leadership Team Qualities**

The following qualities are highly valued by the Board of Directors and will influence the event leadership selection process:

1. **Inspiring** : A leader inspires others.
2. **Collaborative** : A leader collaborates with all key-stakeholders on any issue.
3. **Actively Listening and Communicating** : A leader actively listens to others' ideas and communicates timely and important information.
4. **Accountable** : A leader is accountable, reliable and follows-through on commitments.
5. **Self-Aware** : A leader is self-aware of their abilities, development, and communication.
6. **Patient** : A leader is patient with themselves and others.
7. **Appreciative** : A leader shows appreciation to everyone who contributed to a particular project or idea.
8. **Acts with Integrity** : A leader has personal integrity and is honest, ethical and professional.
9. **Emotionally Intelligent** : A leader is in touch with their emotions, strengths, weaknesses, drives, values and goals and recognizes their impact on others. An emotionally intelligent leader also displays empathy for others.
10. **Comfortable in the Gray Areas** : A leader has the ability to navigate issues that do not have a clear-cut solution by using intuition, collaboration and mindfulness.
11. **Looks for Greatest Benefit vs. The Immediate Goal** : A leader is focused on the maximum benefit for the community, as opposed to personal or short-term gains.
12. **Perceives the Big Picture** : A leader is focused on seeing the largest possible perspective of any particular project, and communicates this vision to others on the team.
13. **Leads by Example** : A leader is someone who leads by example, and is not afraid to get their hands dirty in the process.
14. **Leaves Ego Behind** : A leader acts in service to our community rather than for person gain.
15. **Open to New Ideas** : A leader is someone who is open to new ideas.
16. **Curious** : A leader suspends assumptions and judgment and brings inquiry and curiosity into everything they do.
17. **Fun**: A leader knows how to make work fun for everyone involved.





