

### **Role Title - Social Media Editor (Facebook)**

**Job Purpose:** To communicate the needs of Kiwiburn and the wider Burning Man community to the Kiwiburn community via Facebook.

### **Key Responsibilities:**

- Manage the Facebook Page and the Facebook Group with information updates
- Monitor pages for inappropriate content / discussion on a daily basis
- Create events on Facebook as required and update them as necessary
- Review and add new members to Group
- Manage the Kiwiburn Facebook profile (Kay Burns)

### **Working Relationships:**

- Media and Comms Team Lead
- Community Liaison
- Executive Committee (ExCom)

### **Time Commitment:**

- **Year round:** 1 hour per day; 2 hours per day in the lead up to the event
- **On site:** 1 hour per day

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

- Good writing skills
- Access to a computer
- Understanding of and familiarity with managing social media
- Discretion

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

- Active in the Burner community
- Good eye for design (choosing relevant imagery)

Revision date - 18 June 2017