

Role Title - Kiwiburn Arts Committee (KAC) - Finance

Job Purpose:

Active member of KAC and responsible for KAC finance department

Key Responsibilities:

- Creates and updates budgets and spreadsheets for summit
- Liaises with Chair, ExCom and KB finance department re. Funding, reimbursement of grants etc.

Working Relationships:

- KAC Chair
- KAC members
 - Kiwiburn Finance Committee members
 - Kiwiburn Art and Culture liaison representative

Time Commitment:

- *Year round:* 1 hour per week
- *Post Event:* 1-2 hours per week

Necessary Qualities, Knowledge and Experience:

- Good numeracy skills
- Regular internet access
- Responsive to email communications
- Reliability
- Good understanding of Kiwiburn and worldwide Burner culture
- Background and/or enthusiasm in the arts



Job Description

Desirable Qualities, Knowledge and Experience:

- Background in festival art
- Familiarity with Google Suite, Exel and Loomio
- Motivated and organised

Revision date -