

Role Title - Electric Fencepost Editor

Job Purpose: Write and edit Kiwiburn's weekly newsletter

Key Responsibilities:

- Research and collate stories of interest sourced from various online channels
- Source imagery to illustrate stories
- Create content on Kiwiburn website news channel

Working Relationships:

- Media and Comms Team Lead
- Team Leads
- Community

Time Commitment:

- *Year round:* 1-2 hours per month
- *On site:* 5 hours – produce one special edition on the Paddock (on Tuesday) together with Media Team Lead

Necessary Qualities, Knowledge and Experience:

- Good writing and editing skills
- Regular internet access
- Responsive to email communications
- Reliability
- Good understanding of Kiwiburn and worldwide Burner culture

Desirable Qualities, Knowledge and Experience:

- Familiarity with Wordpress backend
- Motivated and organised
- Familiarity with Google Suite
- Familiarity with MailChimp
- Good eye for selecting images

Revision date - 4 June 2018