

Communications Facilitator

Job purpose

To work with the Executive Committee (ExCom), Team Leads and Regional Contacts to communicate the needs of Kiwiburn, and Burning Man, to the community via all channels. Manage social media, design, photography, website, community engagement, media teams?.

The Communications Facilitator is an active member of the Kiwiburn Executive Committee (ExCom), a role which involves strategic and crucial decision making for Kiwiburn, and being a voice for your Team Leads and the Kiwiburn community.

Key Responsibilities

ExCom

- Engage actively in discussions on ExComLive and Internal ExCom Google Groups in a respectful manner
- Attend monthly online ExCom meetings
- Vote on key deliverables, Conduct Committee courses of action, and future endeavours of Kiwiburn Incorporated
- Assemble and guide your department's Team Leads, communicating their needs to the ExCom when raised (and vice versa).

Social Media Team

- Manage the Facebook Page and the Group with information updates and monitor for inappropriate content / discussion on a daily basis
- Create events on Facebook as required
- Manage the Twitter and Instagram accounts on a weekly basis; set up a hashtag every year for the event
- Manage the Kay Burns (Kiwiburn) Facebook profile.

Website Team

- Manage website as required and update website content as necessary (weekly)
- Manage KB-log contributors (monthly)
- Add events to the Events Calendar (weekly)
- Add new imagery as required.

Photography Liaison

- Work with Photography Liaison to gather photographers' images each year as a record for Kiwiburn and direct Liaison as required.

Community Engagement (CE)

- Work with CE to help communicate clearly and effectively with the community and ExCom.

Surveys

- Set up and manage Survey Monkey Census post-event each year
- Manage other Surveys as required throughout the year.

Newsletter (Electric Fencepost) Team

- Gather stories and imagery for EFP each week through Facilitators, Team Leads, Regional Contacts and Social Media, then write and edit content, liaising with editor using Google Docs.
- Source imagery.

Design Team

- Run annual poster competition and liaise with artist(s) to achieve best result
- Adapt winning poster design for use across all media: Facebook; Website, Stickers, Wristbands; Volunteer Patches; Tickets; Event signage etc
- Design layout and production of Survival Guide, Media Kit, Event Guide, Afterburn, Census as downloadable pdfs files.

Media Team

- Liaise with all Media regarding enquiries about Kiwiburn, and write media releases as required
- Update Media Kit as a downloadable pdf as required
- Supply approved imagery to Media as required.

Working Relationships

- Executive Committee (ExCom)
- Team Leads
- Burning Man Communications Team
- Regional Contacts
- Regional events' Communications Teams
- Media.

Time Commitment

- **Year round:** 5-12 hours per week, more so in the week leading up to the event
- **On site:** variable depending on events (3-20 hours)
- **Post-Burn:** Complete an Afterburn report.

Necessary Qualities, Knowledge and Experience

- Good written and verbal language
- Good writing and editing skills
- Competent with email
- Competent with social media
- Regular internet access
- Responsive to email communications
- Reliability
- Good understanding of Kiwiburn and worldwide Burner culture.

Desirable Qualities, Knowledge and Experience

- Familiarity with Wordpress back end
- Familiarity with MailChimp
- Familiarity with Google Suite
- Motivated and organised
- Good eye for selecting images.