

Revision date: March 2020

Electric Fencepost Writer

Job purpose

Writer for Kiwiburn's semi regular newsletter.

Key Responsibilities

- Research and collate stories of interest sourced from various online channels
- Source imagery to illustrate stories where possible and appropriate
- Upload stories to the website News section.

Working Relationships

- Communications Facilitator
- Facilitators and Team Leads
- EFP team members.

Time Commitment

- Year round: 1-2 hours a week (sometimes less, and more leading up to event)
- On site: 5 hours – produce one special edition on the Paddock (on Tuesday) together with Communications Facilitator.

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