

## Community Team Member

### Job Purpose

Community Team (CommuniTeam) members help represent the community and serve as a conduit between the Kiwiburn Organisation and the Community, both on and off paddock. The purpose of the CommuniTeam is to facilitate Community conversations about topics that are relevant to Kiwiburn and provide information and support to the Community to create safe and inclusive spaces. The team also provides support to the Kiwiburn organisation through diversity, equity, and inclusion (D.E.I.) up-skilling, and supporting in the lead-up to, and providing feedback following the burn.

The CommuniTeam has several Areas of Focus (AOF). The list below is not considered exhaustive as the aim is to remain flexible based on the needs of the Community.

- Supporting the authentic and Radical Self-expression of minority communities:
  - Tangata māori, Rainbow, Culturally Diverse, Disabled, Young People, etc.
- Enabling the Community to build and maintain safe spaces relating to Consent and Inclusion.

CommuniTeam members are encouraged to bring their passion for one or more of the AOF. Members will receive training where appropriate, and support across all AOF to enable flexibility and timely support for the Community and Kiwiburn Organisation when requests, queries, or complaints are received. CommuniTeam members will be able to comfortably and confidently provide support, or escalate requests, queries, or complaints to the relevant AOF Leads when necessary.

### Key Responsibilities

- Working collaboratively as a CommuniTeam to create a safe and inclusive community for all burners.
- Supporting connection between the Community and the Kiwiburn organisation.
- Providing responses to Community requests, queries, and complaints.
- Providing assistance to other departments in the Kiwiburn organisation on issues relating to D.E.I. when requested.
- Assisting with Theme Camp and Art registration processes in collaboration with the relevant departments in preparation for the burn.
- Acting in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).

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## Working Relationships

- Community Facilitator (colleague, primary excom liaison)
- Community 2IC (colleague, secondary liaison)
- AOF Leads (colleagues, training and escalations)
- CommuniTeam Members (colleagues)

## Time Commitment

- **Year round:**  
Average 3-8 hrs/week.  
September - January (event prep): 5 - 10 hrs/week  
February - August (post-event) 1 - 5 hrs/week
- **On site:**  
On-call (varies depending on Community needs, and CommuniTeam interests/passions)

## Necessary Qualities, Knowledge and Experience

- Strong listening skills, especially with mis- and under-represented communities.
- Proficiency in diplomatic communication, especially in online environments.
- Ability to work collaboratively in a team with integrity and respect.
- Desire to serve the burner community.
- Comfortable learning/using software with regular access to a computer and internet

## Desirable Qualities, Knowledge and Experience

- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the [Memorandum of Understanding](#) for more information.