

Revision date: November 2025

Photography Administration Lead

Job Purpose

The Photography Administration Lead is responsible for **organising, recruiting, managing, and liaising with all Kiwiburn event photographers**. This role is primarily one of **administration and human wrangling**, ensuring the organisation has adequate photography coverage, managing photographer communications, and—critically—overseeing the efficient collection and organisation of all resulting photographic assets.

Note: This role does not require any personal photography experience or technical knowledge of cameras. The focus is purely on administrative coordination and volunteer management.

Key Responsibilities

Photographer Wrangle & Recruitment:

- Organize and manage the annual process of opening and filling on-site photography roles.
- **Recruit and manage the photography team each year**, including reviewing applications, and selecting volunteers.

Communication & Liaison:

- Serve as the main point of contact for the photography team.
- **Communicate and liaise** effectively with all photographers both **pre-event** (briefings, expectations, logistics) and **post-event** (follow-up, feedback).

Asset Collection & Management:

- Ensure all photographers return their photos to the organisation in a timely manner after the event.
- **Organise, sort, and maintain the Kiwiburn photo drive**, ensuring all received photos are stored consistently and accessibly, with the correct naming format.

General Administration:

- Provide administrative support to the photography team as needed.
- Liaise with relevant teams (e.g., Comms, ExCom) regarding photography needs and deliverables.

Working Relationships (ref: [Kiwiburn Org Chart](#))

- ExCom Secretary (for general administrative alignment)
- Communications Facilitator
- EFP and Blog team members
- All Kiwiburn Volunteer Photographers

Time Commitment

- **Year-round:** 1-2 hours per week (average), with peaks during the recruitment cycle and post-event collection period.
- **On site:** Liaise with photographers as necessary.
- **Post event:** Critical period involving following up with photographers and organising the photo drive.

Necessary Qualities, Knowledge and Experience

- **Highly Organised** and meticulous with file/data management.
- **Excellent people management skills ("Human Wrangling")** and the ability to motivate volunteers.
- **Strong written communication** – responsive and clear via email/Slack.
- Ability to delegate follow-up tasks effectively.
- **Task-focused** with a drive to see a project through (ensuring all assets are collected).
- Fully across Slack and email communication channels.
- Good internet access.

Desirable Qualities, Knowledge and Experience

- Experience with **Google Docs/GDrive** for file organisation and sharing.
- Volunteer management or recruitment experience.
- Project management experience (helpful for tracking photographer deliverables).