

Swag Lead

Job purpose

Kiwiburn is entirely volunteer-run - both onsite on the paddock and behind the scenes year-round. Swag (another word for merchandise) is a way of recognising and saying thank you to our volunteers for all their epic mahi. The Swag Lead is responsible for the selection and supply of swag items for those involved in Kiwiburn, balancing the principles of Gifting, Decommodification and Leave No Trace (sustainability).

Key Responsibilities

- Establish a swag budget with Finance and make sure it is adhered to.
- Communicate with Facilitators and team leads to identify their swag needs and make sure these are within budget.
- Communicate and consult with team leads and Facilitators on any key decisions around swag that affect them.
- Liaise with Communications Facilitator around designs for swag items including annual volunteer patches.
- Liaise with suppliers for ordering and delivery of swag items, and research new suppliers if necessary.
- Work with the Facilitators to make sure Swag is delivered when and where due.
- Follow up with team leads and Facilitators after the event to make sure everyone received their items.
- Write the annual Afterburn report for Swag.
- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).

Working Relationships

- Crew Facilitator
- Volunteer Lead
- Team Leads and Facilitators
- Treasurer

Time Commitment

- Pre event: 1-4 hours a week from October to January or until all needs are fulfilled
- Post event: afterburn report (don't worry it's not as big as it sounds!)
- Post event: 1-2 hours a week to ensure everyone received their Swag

Necessary Qualities, Knowledge and Experience

- Good communication skills, especially in an online environment.
- Ability to work collaboratively in a team with integrity and respect.
- Desire to serve the burner community.
- Time management skills, with ability to deliver to deadlines.
- Comfortable learning/using software with regular access to a computer and internet.

Desirable Qualities, Knowledge and Experience

- Experience in ordering and managing suppliers.
- Creative ideas for sustainable swag.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the [Memorandum of Understanding](#) for more information.