

Revision date: November 2025

## Theme Camp Events Coordinator

The **Theme Camp Events Coordinator** is responsible for managing the registration process for all participant-created events to be included in the online and printed **Event Guide, on the Kiwiburn website and in its Event Guide App, Catalyst..** This role involves working closely with event hosts to ensure all submissions meet the necessary criteria for inclusion and publication.

### Key Responsibilities

- **Act as the primary point of contact** for all event registrants, keeping them informed and updated on timelines, guidelines and requirements.
- **Work with the Theme Camps Coordinators, IT Team, Community Team and Event Guide team** to determine timelines and deadlines for the events submissions.
- **Ensure all submitted events adhere to Kiwiburn guidelines** including word limits, language used and Community standards.
- **Work with the Theme Camp Engagement and Appreciation Squad** to help finalise engagement survey reviews.
- **Ensure all submitted events adhere to Kiwiburn policies** and all local laws.
- **Monitor submissions** for the deadline for inclusion in the printed Event Guide.
- **Monitor** all Event Submissions up until the Event begins to ensure they're published on the Website and Catalyst App.
- **Maintain all documentation** related to Event Guide management.
- **Act in a manner fitting of a Kiwiburn member**, as per the Memorandum of Understanding.
- **Maintain communication and information sharing** according to Kiwiburn's Organisational Structure.
- **Write an Afterburn report** in a timely fashion.
- **Update and maintain Asana and Google Documents** as required, ensuring policy and process documents are kept up to date so that someone could run your department if you became unwell.
- **Take part in a peer review** before the summit each year.

### Performance Objectives

- **Clear and timely communication** with all event registrants.
- **Encourage the Event Guide submissions to include a diverse range of participant-run events**, ranging from silly to serious.
- **Support event hosts and other stakeholders** (Sound Team, Town Planning, IT Team, App Team, Community Team, Safety Team, Theme Camp Team, Arts Facilitator, etc.) to communicate effectively between each other, allowing for efficient and effective transfer of information.

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- **Maintain all documentation** related to Event Registration.
  - **Write an Afterburn report.**
  - **Update Asana** as required.

### **Working Relationships**

- Theme Camps Facilitator
- Theme Camps Team
- Theme Camps Engagement and Appreciation Squad
- Arts Department Teams
- Event Guide Team
- App Team
- Website Team
- Community Team
- Safety Department Teams
- Sound Team
- Town Planning
- Comms Team

### **Time Commitment (Subject to Change)**

- **Year round:** 1 to 2 hours per week from September to October. 3 to 8 hours per week from October to January.
- **During the event:** No obligations
- **Post event:** Afterburn report, review process.

### **Necessary Qualities, Knowledge and Experience**

- Regular internet access
- Good database coordination
- Strong written communication skills
- Happy working as part of a Team
- Strong ability to develop personal relationships
- Organised and reliable

### **Desirable Qualities, Knowledge and Experience**

- Previous experience in a coordination role
- Have attended a Kiwiburn, or other burns
- Familiarity with Google Suite and Asana
- Familiarity with Te Tiriti o Waitangi (Treaty of Waitangi)