

# BURLYCON

## BurlyCon Position Description

**Job Title:** Newsletter Volunteer  
**Department:** Media  
**Reports to:** Content Manager  
**Position type:** Volunteer

**Time Commitment:** The time commitment is year-round, generally 80 hours in a calendar year + meetings and the convention, if attending. This position will require more hours during at least the first year of implementation. BurlyCon is open to adding volunteers to help with duties if the time commitment goes beyond the availability of the person in this volunteer position or 80 hours + meetings, whichever is greater. Volunteer hours are generally 80 hours in a calendar year + meetings. BurlyCon is open to adding volunteers to help with duties if the time commitment goes beyond the availability of the person in this volunteer position or 80 hours + meetings, whichever is greater.

### About BurlyCon

Burlycon is a community-oriented nonprofit organization dedicated to education and the growth of the burlesque community. We provide various resources, workshops, and events to support and enhance the skills and creativity of performers and enthusiasts alike.

### Position Overview

We're looking for a creative and detail-oriented volunteer to join our team as a Newsletter Writer/Creator. In this role, you will be responsible for creating engaging, informative, and inspiring content that keeps our community and supporters connected to our mission. You'll help craft stories, update on our projects and events, highlight volunteer contributions, and share the impact of our work. This is a great opportunity for someone passionate about storytelling, communication, and making a positive difference.

### Key Responsibilities

- Write, edit, and format monthly (December - July) newsletters using our newsletter platform. Semi-monthly newsletters will be created/sent in August and September. Weekly newsletters will be created/sent October through November.
- Collaborate with team members to gather relevant information, updates, and stories to share
- Highlight upcoming events, recent accomplishments, and volunteer experiences
- Coordinate newsletter as blog posts with our website committee
- Maintain a consistent voice and style that aligns with our organization's mission and brand
- Track engagement metrics (e.g., open rates, click rates) and recommend improvements

### Qualifications

- Strong writing, editing, and proofreading skills
- Familiarity with digital newsletter tools (such as Mailchimp, Constant Contact, etc.)
- Familiarity with Canva or other creative tools
- Creative and enthusiastic with a passion for our mission and storytelling

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- Prior experience in writing, journalism, marketing, or communications is helpful but not required
- Ability to work independently
- Ability to meet deadlines
- Works well with a remote team
- Organizational and time-management skills
- Ability to meet deadlines or let committee members know if help is needed

## Requirements

- This position will require more hours during at least the first year of implementation. Volunteer at least 80 work hours in a calendar year + meetings
- Must use organizational email, Google Suite, and other organization approved technology, as needed
- Schedule and maintain monthly meetings with Content Manager
- Attend all committee meetings. If unable to attend, volunteer must notify the Committee Chair in advance to ensure proper communication and continuity in their responsibilities
- Since this role is not required at the convention, if the volunteer in this role wants to attend the convention, they are expected to work 8 hours of volunteer time during the convention

## Benefits

- Opportunity to contribute to the burlesque community
- Recognition and appreciation for the valuable role played in supporting the organization's commitment to the burlesque community
- Gain hands-on experience in nonprofit communications, content creation, and digital marketing
- Play a crucial role in keeping our community informed and engaged

## Compensation

- In-Person convention pass, if you are attending
- ¼ of a shared hotel room at in-person convention with other committee members. For volunteer roles that are not required at the convention, we kindly ask you to contribute 8 hours of convention volunteer time in order to receive the above hotel accommodation
- Convention class photo and BIPOC Community photos, as applicable to attendees and attending members of the BIPOC community
- Access to virtual course content as available to the committee
- Convention class photo and BIPOC Community photos, as applicable to attendees and attending members of the BIPOC community

## Application Process

To apply, please send your resume that includes your relevant experience and your social media handles to [hr@burlycon.org](mailto:hr@burlycon.org). We do not judge your resume design, so please don't get hung up on that. Seriously, it's cool. Applications will be reviewed on a rolling basis until the position is filled.

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Burlycon is committed to creating an inclusive environment for all employees and encourages applications from all qualified individuals regardless of age, color, sex, disability, national origin, race, religion, or veteran status.