



ESTD 1859

Position Description

Skilled Volunteer: Executive Assistant

We are seeking a volunteer Executive Assistant to join us and help our busy Venue and Events Manager maximise time and outcomes by providing support and assistance with a range of administrative tasks.

Established in 1859, the Ballarat Mechanics' Institute is one of Ballarat's iconic heritage buildings and continues as an independently run Not for Profit cultural hub for the community. Our beautifully restored building has unique spaces available for hire, tours, lending library, heritage book collection, and archives.

Based in Sturt Street, central Ballarat, we have a very active Board supported by a small team of staff and volunteers that work with committees to oversee the management of the building, our historic collections and displays plus a wide range of live music performances in the evenings -events ranging from small live music performances to large Operas and musical concerts.

Tasks in this role include:

- Helping the Venue and Events Manager with tasks such as managing business schedules, calendars, including arranging meetings, conference calls and booking appointments
- Recording and formatting information for internal and external communication – meeting minutes, emails, presentations, reports
- Assisting with the production of promotional material, researching, and routing correspondence; drafting letters and documents; collecting and analysing information
- Developing and utilising filing and retrieval system
- Helping to plan and run functions
- Helping with other tasks as allocated from time to time

Our office is small and friendly, with a busy schedule of work. Other volunteers join our staff regularly to help with specific projects. This volunteer role would suit someone that is well organised and used to completing tasks for an organisation or senior leader.

Time Commitment / Location: Ideally, this role is two days per week (between Monday – Thursday, depending on your availability), for an initial period of 6 months with potential to extend. Days and times are negotiable

Application process

Please send CV and short letter indicating why you are interested in this position to execmanager@ballaratmi.org.au