



ESTD 1859

Position Description

Skilled Volunteer: Events and Facilities support volunteer

BMI Events Champions

Established in 1859, the Ballarat Mechanics' Institute is one of Ballarat's iconic heritage buildings and continues as an independently run 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.

You will assist the Venue and Facilities Manager to ensure the efficient running of events and functions held at the Ballarat Mechanics' Institute and to provide a tidy and welcoming environment within the building for all in house staff and clients.

We're looking for Champions with the following skills and experience:

- Facilities and events management experience
- Exceptional organisational skills, technical expertise is a bonus, but - more importantly - we're seeking Champions who are excellent at building community relationships and helping to inspire and motivate others
- Project management and logistical experience
- Experience and knowledge in the use of sound and lighting equipment
- Theatre/cinema projection knowledge
- Possession of a Responsible Serving of Alcohol Certificate (RSA)

Time Commitment / Location: We expect each Champion to commit a day (or equivalent) per week. There are options to continue engagement after that based on mutual agreement.

Responsibilities will include:

- Assisting with planning and promoting a range of small and large events including live music
- Set up and running of events
- Provide minor training and assistance to hirers on how to use equipment provided by BMI at functions and events



- Ensure clients are aware of fire exits and fire procedures
- Security – access, locking of rooms etc.
- Health safety and first aid, safe working practices
- Responsible for opening and closing the building when agreed

Application process

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