



ESTD 1859

Position Description

Skilled Volunteer: IT Support

IT Guru for Ballarat's Iconic Cultural Hub

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, the business centre of 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.

We need help to review our existing IT systems (software and hardware) and propose affordable and manageable systems that will help us continue our work more effectively. We are looking for a good communicator who has worked in an IT environment and can keep our hardware running and our security up to scratch. We need to make sure we are getting the best performance from our existing applications and processes. As part of your review, we'd love you to check and improve our data storage policies and procedures and recommend any better internal communication systems that would help improve our efficiency.

You will need a working understanding of cloud based technologies, G Suite, and desktop applications such as File Maker and Adobe. We imagine that the role will require onsite and/or remote maintenance of IT hardware and software.

The time taken for this project is negotiable - if you're interested, please apply so that we can discuss opportunities and see whether a match will work for you and for us. Your assistance will help make sure that we're working at our most efficient and using our resources to produce the best outcomes.

We will provide you with a reference and a LinkedIn recommendation to thank you for volunteering.

Time Commitment / Location: Time required is flexible – to be negotiated.

The volunteer in this role will need to be able to attend our office in central Ballarat during business hours.

Application process

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