



Honouring
History

Naval Historical Society of Australia

Volunteer Positions Available, November 2021

The Society is seeking regular, skilled and motivated volunteers prepared to work on a regular (one or two days a week) in its Garden Island Dockyard office, The Boatshed. The heritage listed Boatshed is located on the north eastern waterfront of Garden Island with views north to Shark and Clark Island. Volunteers generally commute by public transport to the CBD then catch a Defence shuttle bus from Elizabeth Street to Garden Island. Alternatives include a walk from Kings Cross station or the 311 bus from Town Hall.

The office is open from 0900 to 1600 Tuesdays and Thursdays. There is no formal start or finish times as volunteers develop their own routine. The working environment is open plan with ten separate work stations. Volunteers generally specialise in a primary field of work. However, multiskilling is encouraged to cover holiday vacancies and meet peak demand periods such as regular mailouts. Age, gender and background are not considered in our selection process.

The following activities for which volunteers are sought are not necessarily time-consuming one-person positions. There is scope to share the work. Similarly, an individual volunteer may assist in more than one of these areas.

Events, Marketing and Promotions Manager

Identify opportunities to grow and increase the value of Society membership.
Plan and conduct events for Society members and volunteers. (site visits etc).
Develop marketing material (flyers etc) to promote the Society.
Assist tour coordinators with the marketing and conduct of tours and cruises.
Identify new products for sales through the website shop.

Administrative Assistant / Secretary

Required to work in the Boatshed one or two days a week to carry out a range of administrative task including; mail, scanning, filing and telephone enquiries and work with the President and Secretary to ensure appropriate action is taken on all e-mail and other forms of communication.

Research Assistant

Required to work in the Boatshed one or two days a week to assist with providing responses to research queries.

Newsletter Columnist and 'Ahoy' Editor

Required to work with the Newsletter editor to compile short stories for publication in the monthly newsletter, *Call the Hands*. This task can be done remotely from home. The second task is to edit 'Ahoy' which is a digital bulletin relating to significant Navy events provided to members. Currently suspended.

E-Book Developer

Required to use the [Jutoh](#) or another digital publishing application to produce E-books. This person should have good IT skills or previous experience with formatting software and willing to learn this application. This task can be done remotely from home.

Corporate Sponsorship Program and Grant Application Writer

Required to identify funding opportunities and write submissions for grants offered by government and non-government organisations to assist with the implementation of Society projects. Work with Defence industry and other organisations to acquire funding for Society Projects.

Sales & Book Keeping Assistant

This task involves receiving and processing orders for Society products and services, entering data into the 'Reckon' book keeping system to produce receipts, invoices and fill orders.

Tour Guides

Group tours conducted include; Garden Island Heritage Tours, Garden Island Hill and Garden Tour, Sub Base Platypus Tour, Bradley's Head Navy Tour, Navy in Port Jackson cruises (two cruises, east and west of the Bridge). Please see the separate [flyer](#).

Projects

New volunteers are needed to progress several projects. Individual roles may be as the Project Leader or a Team Member.

E-Book Conversion Project. Underway new Team members required.

Digital Photograph Collection. Involves creating an archival database, improved nomenclature and correcting other errors.

RAN Marine Art Digital Collection. develop and document a digital collection of Australian naval paintings for possible publication in book form or on the website. This task can be done remotely from home. It is a new initiative.

Video Conversion To convert VHS and DVD collection to digital format.

Garden Island Dockyard Time Line. Continue updating this online application.

Ships Garden Historical Marker. Design a marker for site of the original Ships Garden on GI, and obtain funding.

Website Enhancement

- Interactive world map linked to the 'This day in History' database. Shows location of major events and provides images and a description of the event and links to other websites.
- Home page slide show regular updates.
- Searchable Library catalogue.
- Searchable Cockatoo Island ship construction, repair and docking database.

New Books

The Architecture of Garden Island
Garden Island in Art
History of HMAS *Bass*

More information:

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