



Volunteer Positions Available: 1 August 2021

The Society seeks 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 Boatshed is located on the north eastern waterfront of Garden Island. Volunteers generally commute by public transport to the CBD then catch a shuttle bus from Elizabeth Street to Garden Island. Alternatives include a walk from Kings Cross station or bus from Town Hall.

The office is open from 0900 to 1600 Tuesdays and Thursdays. As there is no formal start or finish times volunteers develop their own routine. The working environment is open plan with ten separate work stations. While volunteers generally specialise in a primary area, multiskilling is encouraged to cover vacancies and meet peak demand periods such as regular mailouts.

If you have an interest in any of these positions, please contact the Society. We would like to hear from you.

Phone: (02) 9537 0047 Tuesday and Thursday or 0423227342 anytime.

E-mail: secretary@navyhistory.org.au

Positions Available

These activities 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.

Assistant Secretary

Required to work in the Boatshed one or two days a week with the President and Secretary to ensure appropriate action is taken on all e-mail and other forms of communication.

Administrative Assistant

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.

Research Assistant

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

Newsletter Columnist

Required to work with the editor to compile short stories for publication in the monthly newsletter, *Call the Hands*. This task can be done remotely from home.

E-Book Developer

Required to use the [Jutoh](#) 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.

Manager, Marine Art Digital Collection

Required to 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.

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.