Volunteer Position for Kickstart Arts Hobart, Tasmania:
System Administration including some Client Support and Training

Kickstart Arts
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Kickstart Arts is an independent, not for profit Arts Company based in Hobart Tasmania, working statewide in cross-sectoral partnerships to produce inclusive, innovative multi-arts projects with communities to improve the health and wellbeing of Tasmanians.

Kickstart Arts are currently seeking an enthusiastic final year student or recent graduate from either the ‘Bachelor of Computing’ or ‘Diploma of Information Technology’ who can assist our organization on a volunteer basis.

We are looking for someone who has strong knowledge across Mac operating systems and shared drive systems. Volunteers would specifically be completing the following:

1. Enable access to the following across multiple on and off-site devices (e.g. iPad, Tablets, laptops, desktop), with each device **synchronizing**:
   - Address book/Contacts
   - Shared calendars
   - Email

2. Email, information and calendar sharing:
   - Set up a new staff member with email
   - Organise email, calendars and address so that all are governed by one technology stack e.g. not Gmail account plus business accounts. Staff should only have one business email each to complete all their tasks in these areas.
   - Staff need to be able to use ‘Google Drive’, as other organisations currently share information with us through this platform.

3. Work with our existing shared drive to:
   - Set up web access to our shared drive for off-site use.
   - Set up security (passwords) for limited access to the shared drive.
   - Remove access to the shared drive off a staff member’s laptop

4. Teach several core staff how to:
   - Set up any shared calendar access rights
   - Assign different colors to each person’s calendar
   - Turn the “alarms” off in iCal
   - Set up email signatures
   - Teach staff how to set up limited shared drive access rights for some users

**Personal attributes:**
- Strong communication skills
- Ability to work independently
• Friendly and cooperative

In exchange for your expertise and hard work, Kickstart Arts will act as a professional reference to be included on your resume. There is also the potential for future paid contracted support work.

If this sounds like something you may be interested in, please send your CV via email to our office by 12 pm Thursday 27th of February 2014. Applicants will be contacted promptly after this date.