



## Seeking new member for Braemar House Reference Group

### Accepting Expressions of Interest for General Member

Blue Mountains City Council is calling for expressions of interest for a new member to join the volunteer Braemar House Reference Group. Braemar Gallery is located within the heritage property, Braemar House, on Macquarie Road, Springwood, and is part of the Blue Mountains Theatre and Community Hub arts precinct. It is a community, volunteer run, non-commercial gallery presenting exhibitions that showcase works of local and regional artists.

The Reference Group is a volunteer advisory responsible for mounting and marketing exhibitions, collaborating with artists, supporting volunteers and engaging visitors.

The Reference Group is seeking a General Member for a four-year term. If you are passionate about the visual arts and interested in supporting Braemar Gallery operations, we welcome your expression of interest. The role works in collaboration with all other Reference Group members and the Council Cultural Development Officer.

#### Key responsibilities include:

- Checking Volunteer Communications Book and responding or delegating actions as required;
- Collecting and counting monthly donations;
- Checking and reporting exhibition visitor statistics;
- Supervising exhibition deinstalls (usually on the last Sunday of an exhibition cycle);
- Supporting other general gallery operations.

To express interest in this role, please address the following selection criteria with a maximum one-page response together with a professional CV.

#### Criteria

- Attention to detail and confidence communicating with different stakeholders;
- Availability to attend a Reference Group meeting on the afternoon of the second Thursday of each month;
- Availability to complete one three-hour volunteer shift to coincide with deinstalls on the last Sunday of an exhibition cycle;
- Commitment to volunteering with a not-for-profit organisation; and
- Commitment to following Council and Reference Group policies and procedures.

**Please email questions or expressions of interest to [braemargallery@gmail.com](mailto:braemargallery@gmail.com) with "Reference Group General Member EOI" in the subject line.**