



## Seeking new member for Braemar Gallery's Management Committee

### Accepting Expressions of Interest for a new Marketing Coordinator

### Deadline extended

Blue Mountains City Council is calling for expressions of interest for a new member to join the volunteer Braemar Gallery Management Committee.

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 Management Committee is a volunteer advisory responsible for mounting and marketing exhibitions, collaborating with artists, supporting volunteers and engaging visitors.

The Committee is seeking a new Marketing Coordinator for a two-year term. If you are passionate about the visual arts and interested in supporting Braemar Gallery with social media, invitations, exhibition promotion and volunteer events, we welcome your expression of interest. The role works in collaboration with the Exhibitions Team, Volunteer Coordinator and Council Staff Administrator.

#### **Key responsibilities include:**

- Creating and publishing social media content;
- Designing and coordinating printing of exhibition invitations;
- Documenting / photographing exhibitions; and
- Organising and promoting quarterly volunteer engagement events.

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

#### **Marketing Coordinator Criteria**

- Experience with social media and marketing activities;
- Confidence in and access to design software; and
- Availability to attend artist briefings on Thursday evenings to lead on marketing related information approximately every six weeks.

#### **General Committee Member Criteria**

- Availability to attend a Management Committee meeting on the afternoon of the second Thursday of each month;
- Experience or interest in visual arts and liaising with artists;
- Commitment to volunteering with a not-for-profit organisation; and
- Follow Council and Committee policies and procedures.

**Please email questions or expressions of interest to [braemargallery@gmail.com](mailto:braemargallery@gmail.com) with "Management Committee EOI" in the subject line by September 27.**