

## Seeking new volunteer member for Braemar House Reference Group

### Accepting Expressions of Interest for a volunteer Exhibition Coordinator

Blue Mountains City Council is calling for expressions of interest for a new member to join the Braemar House Reference Group which oversees the operation of Braemar Gallery.

Braemar Gallery is located at Braemar House, 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 through annual Exhibition and Public Sculpture Programs.

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

We are seeking a new Exhibition Coordinator for a minimum two-year term. This passionate and committed individual will be part of the Exhibitions Team and work alongside two other Exhibitions Coordinators. They will work closely with the volunteer Marketing Coordinator and Volunteer Coordinator to ensure the overall success of exhibitions. They will also collaborate with the Blue Mountains City Council's Cultural Development Officer who supports the Reference Group.

#### Key responsibilities include:

- Coordinate and attend monthly artist briefings;
- Manage exhibition installations;
- Respond to ad-hoc exhibition related questions from artists;
- Attend and support exhibition opening events twice a year;
- Participate in general Reference Group monthly meetings and complete related tasks including but not limited to the annual exhibition program assessment and selection process.

#### Exhibition Coordinator Criteria

- Availability to attend artist briefings on the second Thursday evening of each month;
- Availability to attend exhibition installations on a Monday approximately every four to six weeks;
- Experience or interest in learning exhibition process from planning, install to deinstall;
- Confidence in safely climbing ladders, handling artworks and using tools; and
- Commitment to understanding Braemar Gallery Exhibition Guidelines.

#### General Reference Group Member Criteria

- Availability to attend Reference Group meetings on the second Thursday afternoon of each month;
- Availability to attend an exhibition opening on a Saturday twice a year;
- Experience or interest in visual arts and liaising with artists.
- Confidence in communicating with different stakeholders including but not limited to artists, fellow volunteers, general public and Blue Mountains City Council staff;
- Commitment to volunteering with a not-for-profit organisation; and
- Commitment to follow Blue Mountains City Council policies and procedures.

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

**Please email questions or expressions of interest to [braemargallery@gmail.com](mailto:braemargallery@gmail.com) with "Reference Group EOI" in the subject line by Friday 25 July 2025.**