



Seeking new member for Braemar House Reference Group

Accepting Expressions of Interest for a Community Engagement & Events Coordinator

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 Community Engagement & Events Coordinator for a four-year term. If you are passionate about the visual arts and interested in supporting Braemar Gallery with community partnerships, volunteer events and activities, we welcome your expression of interest. The role works in collaboration with the Volunteer Coordinator and the Council Cultural Development Officer.

Key responsibilities include:

- Oversee exhibition openings, ensure member roster and event check-list in order;
- Work with community groups to generate awareness of Braemar Gallery through talks and visits;
- Develop events and communications to attract new volunteers;
- Work with the Volunteer Coordinator to support, engage and acknowledge volunteers;
- Organise and promote volunteer events.

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

Community Engagement & Events Coordinator Criteria

- Experience working with community groups and volunteers;
- Experience organising events;
- Experience preparing marketing information; and
- Flexibility and availability to attend and host events.

General Reference Group Criteria

- Availability to attend a Reference Group 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
- Commitment to following Council and Reference Group policies and procedures.

Please email questions or expressions of interest to braemargallery@gmail.com with "Reference Group Community Engagement & Events EOI" in the subject line by 3 October 2025.