



Seeking new member for Braemar Gallery's Management Committee Accepting Expressions of Interest for a new Marketing Coordinator

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

Braemar Gallery is located in 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.

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

We are seeking a new Marketing Coordinator for a minimum two-year term. This passionate and committed individual will lead on social media, invitations and volunteer events in collaboration 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 BMMCC policy and procedures.

Please email questions or expressions of interest to braemargallery@gmail.com with "Management Committee EOI" in the subject line by August 2.