

Join our volunteer team!

Volunteer inside a historic and vibrant arts facility and connect with artists and visitors.

About Braemar Gallery

Blue Mountains City Council's Cultural Development department coordinates Braemar House.

Braemar House is part of the Blue Mountains Theatre and Community Hub precinct. It is home to Braemar Gallery. Opened in 1988, Braemar Gallery is a community gallery, hosting changing exhibitions that showcase works of artists within the Blue Mountains local government area. The gallery presents an annual program of exhibitions from local artists selected by the volunteer Braemar House Reference Group (Reference Group). Exhibitions are then coordinated by the Exhibitions Team and Marketing Coordinator. A Blue Mountains City Council Cultural Development Officer also offers administrative support to the Reference Group and gallery operations.

Braemar Gallery is open to the public from Thursday to Sunday, 10am to 4pm.

Volunteering

Braemar Gallery operates thanks to a talented and generous team of volunteer who provide invaluable support by undertaking of range of duties. Volunteers are allocated a three hour shift each month and are welcome to volunteer for additional shifts if they are available and interested.

No experience is necessary, just an appreciation of art and an eagerness to greet and chat visitors as required. Volunteer duties include carrying light weight external signage such as flags and A-frame signs. An induction briefing is provided to all new volunteers.

Key responsibilities

- Open/close Braemar Gallery entrance and de-activate/activate the alarm
- Switch lights on/off and open/close the three internal gallery room doors
- Open/draw blinds in each of the gallery rooms
- Erect/remove external signage, switch on/off gallery screen
- Welcome visitors and provide general information on Braemar Gallery
- Roam and monitor exhibition spaces
- Restock and tidy flyers and InSight Magazines on shelves near entrance
- Keep up to date with exhibitions and information provided at the Volunteer Desk
- Report repair and maintenance, safety and security issues to the Volunteer Coordinator
- Record gallery attendance figures
- Assist with gallery events such as exhibition launches and planned community visits

Support and opportunities

We provide all new volunteer induction with our Volunteer Coordinator. We send a monthly newsletter with general updates and news, and an SMS reminder the week prior your shift. From time to time, we send invitations to special events including an annual National Volunteer Week celebration. We are always happy to provide reference letters to volunteers applying for new opportunities.

Get Involved

To express an interest in joining our volunteer team, please complete this form and return it to Braemar Gallery or via braemargallery@gmail.com.

Volunteer Application Form

Applicant name	
Address	
Mobile	
Email address	
Emergency contact person name & mobile	
Why would you like to volunteer?	
Are you available to start immediately?	<input type="checkbox"/> Yes <input type="checkbox"/> No, preferred start date:

Volunteer shifts

Shifts are three hours long and are assigned on an AM (10am–1pm) and PM (1pm–4pm) basis, Thursday to Sunday.

Please tick all time slots below that you are usually available to fill. The total number of shifts allocated will not exceed your preferred regularity as indicated above.

- Thursday AM (10am -1pm) Thursday PM (1pm – 4pm)
- Friday AM (10am -1pm) Thursday PM (1pm – 4pm)
- Saturday AM (10am -1pm) Saturday PM (1pm – 4pm)
- Sunday AM (10am -1pm) Sunday PM (1pm – 4pm)

The volunteer schedule is usually prepared one month in advance. Volunteers are asked to remain committed to their allocated shifts as it can be difficult to source a replacement at short notice.

Mailings, acknowledgements and promotions

- I would like to be added to the Volunteer Newsletter subscription list for volunteer specific news and reminders.
- I would like to be added to the General Public Newsletter subscription list for general exhibition information and event announcements.
- I would like to be acknowledged on the Volunteer List displayed on the corridor screen.
- I am happy to be approached for photos and quotes for promoting Braemar Gallery.

I confirm that the information provided on this form is true to the best of my knowledge and I am fit to undertake the duties outlined in this form.

Applicant signature **Date**