

About Braemar House & Gallery

Braemar Gallery opened in 1988 and is located in the historic Braemar House, Springwood. This community gallery hosts changing exhibitions across three rooms, showcasing works of local and regional artists. Braemar Gallery is a valued Blue Mountains City Council arts venue open to the public from Thursday to Sunday, 10am to 4pm.

Volunteer Role and Responsibilities

Braemar House & Gallery volunteers provide invaluable support by undertaking of a range of light duties and interesting tasks. Volunteers are allocated one or more three hour shifts per month as per their indicated preferences.

Key Responsibilities:

1. Open/close Braemar Gallery entrance and de-activate/activate the alarm
2. Switch lights on/off and open/close the three internal gallery room doors
3. Erect/remove external signage
4. Switch on/off electrical gallery equipment as directed
5. Welcome visitors and provide general information about Braemar House & Gallery
6. Keep up to date with exhibitions, read through the InSight Magazine and Braemar Gallery Information for Volunteers Folder (containing general information and special exhibition information, eg. turning on/off video screen)
7. Roam the gallery and monitor exhibition spaces
8. Report repair and maintenance issues
9. Restock and tidy flyers and InSight Magazines on shelves near entrance
10. Record gallery attendance figures
11. Assist with gallery events such as exhibition launches and planned visits by schools and community groups

Experience

No experience is necessary, just an appreciation of art and an eagerness to greet visitors with a friendly smile and provide general information 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.

Be Involved

To express an interest in joining our team of volunteers, complete this form and return by post or email. Work within a unique, historic and vibrant arts facility and connect with artists, volunteers, the local community and visitors from far and wide.

Applicant Details:

Full Name.....

Address.....

.....Postcode.....

Mobile.....Alternative phone.....

Email.....

Why would you like to volunteer at Braemar House & Gallery?

.....

Volunteer shifts are three hours long and are assigned on an AM (10am-1pm) and PM (1pm-4pm) basis, Thursday to Sunday. How many shifts would you prefer to be allocated?

- 1 per week
- 1 per fortnight
- 1 per month

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) <input type="checkbox"/>	PM (1pm - 4pm) <input type="checkbox"/>
FRIDAY	AM (10am -1pm) <input type="checkbox"/>	PM (1pm - 4pm) <input type="checkbox"/>
SATURDAY	AM (10am -1pm) <input type="checkbox"/>	PM (1pm - 4pm) <input type="checkbox"/>
SUNDAY	AM (10am -1pm) <input type="checkbox"/>	PM (1pm - 4pm) <input type="checkbox"/>

Are you available to start immediately?

YES NO Preferred start date:

The volunteer roster 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.

For further information, contact: braemargallery@gmail.com

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. Volunteers under 18 years of age must also have a parent or guardian sign below.

APPLICANT SIGNATURE..... DATE.....

PARENT/GUARDIAN AUTHORITY (for volunteers under 18):

I give authority for to volunteer at Braemar House & Gallery.

Full Name.....

Mobile.....Alternative phone.....

Return this completed form to:

Email: braemargallery@gmail.com and include 'Volunteer' in the subject line

Post: Braemar Gallery
c/- Blue Mountains Cultural Centre
Locked Bag 1005
Katoomba NSW 2780