



Volunteer Position: Arts, History and Cultural Council (AHCC)

Position Description:

The Arts, History and Cultural Council is responsible for acting as a Cultural Council for SCFD grantmaking activities, and as an advisory body for Arts and History Division programs and Art in Public Places projects.

Duties and Responsibilities:

- Attend meetings as scheduled, either virtually or in-person.
- Participate in the SCFD grantmaking activities including attending training, reading and scoring applications, and leading discussions as assigned.
- Advise in selection of public art projects and artists as needed.
- Advise staff on arts, history and cultural offerings in Broomfield as needed.
- Complete necessary paperwork, orientation and training.
- Update information and regularly input hours into your VolunteerHub profile and other reporting documents as necessary.
- Represent City and County of Broomfield in a professional manner in keeping with Broomfield policies, including the [Board Member Conduct Policy](#).

Qualifications:

- Experience in community-focused arts and humanities is preferred
- Must be a resident of Broomfield.
- Youth specific positions are open to residents in grades 9-11.
- Volunteer must exhibit a strong command of the English language.
- Ability to collaborate and center the Broomfield community in decision-making.
- Ability to learn basic computer skills for virtual meetings and grantmaking processes.

Meeting Information:

- AHCC meets the first Monday of the month at 6:30 pm.
- AHCC is not scheduled to convene in January, July, August or December.
- In April and May, six additional weekly virtual meetings are held, dedicated to grant review sessions.
- Meeting locations include the Broomfield Library, 6 Garden Center, and Broomfield Depot Museum and are subject to change.

Benefits for the Volunteer:

Contribute to making Broomfield a great place to work, live and play. Be a part of the local government supporting critical services to Broomfield residents.

Reports to:

Staff liaison(s): Administrative Analyst Cheryl German and Arts & History Manager Rose Gorrell.

To Apply:

Visit Broomfield.org/BandC for more information.