
SKILLS BASED COMMITTEE OF COUNCIL

POSITION DESCRIPTION

Overview

Her Majesty's Ballarat is Australia's oldest continuously operating theatre. It has been a central part of the cultural life of Ballarat and Victoria since it first opened its doors in 1875 and a who's who of world theatre has graced its stage since. It is one of the jewels in Australia's performing arts crown.

We are embarking on an exciting period for the Theatre as significant capital works are undertaken to ensure this cultural heart of Ballarat continues its legacy in providing memorable theatrical experiences in a way only Her Maj can.

Her Majesty's Ballarat aims to;

- Engage our communities through captivating experiences
- Build upon our distinctive heritage and affirm our relevance as a living theatre
- Promote community partnerships through cultural and economic development
- Demonstrate the highest standards of accountability to ensure our sustainability and community wellbeing

The Board

As a Section 86 Special Committee of the Ballarat City Council, Her Majesty's Theatre Board supports the Theatre in its critical role of presenting and producing theatrical performances, operas, plays, dramas, ballets, musicals, cabaret and other performances for our community and beyond at the Theatre or other locations. Her Majesty's Ballarat contributes to the enrichment of the cultural, educational, social and economic life of the people of Ballarat and beyond.

Position Objectives

The Board is a Section 86 skills based Special Committee of the Ballarat City Council, operating on behalf of Council, by whom the committee members are appointed and to whom they are accountable.

The Board has a Corporate Governance role and guides and monitors the business and activities of Her Majesty's Ballarat Business Unit on behalf of Council. The Board is responsible for formulating broad policy and supporting and promoting the strategic development and growth of Her Majesty's Ballarat. The Board will work closely with the Theatre Manager and Ballarat City Council.

Some of the functions of the Theatre may be delegated to Board Reference Groups.

The key roles of the Board include:

- Recommending the goals and strategic direction for Her Majesty's Theatre
- Endorsing major plans
- Endorsing all policies governing the work of the Theatre
- Establishing and determining the powers of board reference groups
- Ensuring compliance with legal requirements
- Monitoring the implementation of strategic plans

Key Selection Criteria

- Competency and experience as a Board Member or senior executive in the public or private sector who understands the role and importance of boards
- Proven track record of creating value for stakeholders
- Experience against a required skills set (see below)
- Ability to apply strategic thought processes to key issues
- Preparedness to question, challenge and critique
- Understanding of and commit to the highest standards of governance
- Proven leadership qualities
- Ability to develop a clear vision for the Theatre and monitor its implementation

Selection Process

- Expressions of Interest will be reviewed by Theatre Management and a Board Reference Group;
- A selection panel consisting of representatives from Ballarat City Council and the Board will undertake interviews with shortlisted applicants;
- Appointments will be made based on skills and not geographic or sector representation;
- Recommended candidates will be submitted for endorsement at the first available meeting of Council after the conclusion of the interview process.

Additional Information

Skill Sets

Her Majesty's Ballarat will be seeking Board members with skills in one or more of the following disciplines:

- Legal matters
- Financial management
- Business administration
- Business experience
- Project Management
- Stakeholder Management
- Sponsorship/fundraising
- Theatre/Performing Arts industry experience/knowledge
- Strategic Planning
- Change management

The Board encourages applications from people of all ages, genders and backgrounds. To provide a diverse representation, the Board seeks to engage younger, gender and/or ethnically diverse members.

The Board positions are appointed on a voluntary basis and no fees are payable. However, all reasonable costs associated with the operation of the Board will be met.

The Her Majesty's Theatre Board will meet on a minimum of six occasions within each calendar year.

The initial appointment is for a three-year period to allow continuity in future years. Under the Board's Terms of Reference endorsed by Council, each Board member may serve two consecutive three-year terms.

Application

Applications should be in writing, addressing the key selection criteria, providing a current CV and including contact details for up to three referees.

Applications in this round close at 5pm Friday the 26th July 2019.

Applications should be emailed to: danielhenderson@ballarat.vic.gov.au

For enquiries please contact Daniel Henderson on 03 5364 2358