

---

# 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.

In 2016 the Theatre embarked on an exciting period beginning with the replacement of the seats and carpets and continuing with a State Government commitment of \$3million for restoration and activation works, which will see growth and innovation combined with a rich performing arts heritage.

<http://www.hermaj.com/our-venue/our-history>

### **The Theatre's vision and mission is:**

To be the pre-eminent regional performing arts hub in Western Victoria.

- 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

### **Organisational Objectives**

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.

### **Primary Responsibilities**

Some of the functions of the Theatre may be delegated to Board committees.

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 committees
- 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 Sub-Committee;
- 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
- 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 and currently meets bi-monthly. Board Sub-Committees meet in the intervening months.

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 27 January 2017.**

Applications should be emailed to: [grussell@hermaj.com](mailto:grussell@hermaj.com)

For enquiries please contact Graeme Russell on 03 5364 2358