

Advisory Board Member (Voluntary) – Role Description

Sunbury Community Arts and Cultural Precinct

Hume City Council is one of Australia's fastest growing and culturally diverse councils. We put the community and our customer at the centre of all that we do, ensuring our services are efficient and accessible.

We are in the process of delivering the Sunbury Community Arts and Cultural Precinct at Jacksons Hill - a vibrant hub for arts, culture, and community. Council has endorsed concept plans for Stage 1 of the project ([known as Lot C](#)).

Council is working to establish an independent incorporated association, which will take responsibility for the operation of the site estimated to be by the end of 2026).

As an Advisory Board member, you will provide advice about how the incorporated association should be established and how the precinct should operate in 2025 and into 2026 to facilitate the transition to management by independent incorporated association. This will help to ensure its success and long-term sustainability.

About the role

- Fixed-term of 12-18 months until the precinct transitions to management by incorporated association (estimated end of 2026).
- Meetings will be held quarterly throughout the project, however in the first six months of the Advisory Board's work, meetings will be held more frequently.
- Advisory Board meetings will be face-to-face onsite at Jacksons Hill, Sunbury, Victoria.
- This is a voluntary position.

The Advisory Board should be reflective of the diversity of Hume's community.

We will seek a highly skilled, inclusive and diverse Board that represents gender diversity, a range of cultures and abilities, and has at least two representatives of each of the following:

- Specialist understanding of the creative sector, ideally with a background in precinct development or management.
- Specialist expertise in business and financial management, organisational governance, partnerships and development (fundraising), advocacy to government, and/or legal considerations.
- Community-based arts organisations.



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Key responsibilities

- **Offer your expertise and advice** on planning the site's operations to help ensure its success including financial management, governance, partnerships and legal considerations.
- **Share feedback and insights** with the Project Working Group, representing the needs, expectations, and options for the SCACP that align with the overall vision and key principles for the precinct.
- **Be a strong advocate for the project** and its vision, helping to build support within the local community and across the broader sector.
- **Engage with the community** by participating in events and discussions, and help communicate with key groups and stakeholders as outlined in the project's communication plan.

Applicants will be selected based on their relevant skills, experience, and the ability to contribute to diverse and balanced representation. While individual qualifications are key, Council will seek to establish a Board that is representative of Hume's community including cultural backgrounds, experiences, and viewpoints.

Selection process

Essential Selection Criteria	Weighting (%)
Expertise in financial management, partnerships and development (fundraising), advocacy to government, or governance/legal considerations.	35%
Demonstrated understanding of the creative sector.	25%
Capacity to contribute constructively and impartially to progress the vision of the SCACP project and the strategic development of Hume's creative community.	20%
Prior involvement in advocacy, planning, or community-led organisations relevant to the SCACP project or other community arts precincts.	20%



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Desirable Selection Criteria

- Membership of one of the following underrepresented cohorts: Aboriginal and Torres Strait Islander peoples, young people, people of culturally and linguistically diverse backgrounds, LGBTIQ+ people, and people living with disability.
- Completion of formal governance training.
- Interest and/or understanding of cultural precinct development, planning, and funding.

Applicants must advise the Selection Panel of any circumstances that may create a conflict of interest between their duties as Advisory Board members and their private interests.

Application process

This Expression of Interest is for the appointment 8 Advisory Board members.

The final number of Board members will be dependent on the range of skills represented among applicants.

Send the following to artsandculture@hume.vic.gov.au by 5.00pm Monday 23 December:

- Resume.
- Response to the Essential Selection Criteria above.
- 2 x Referees.

A selection panel will review applications based the on the selection criteria and contact shortlisted candidates if further information is required.

Please contact Dr David Henry, Coordinator Arts and Cultural Development, Hume City Council at artsandculture@hume.vic.gov.au or 0467 663 725 for more information or to discuss the opportunity.

**For more project information visit
hume.vic.gov.au/scacp**

