

COMMUNITY REFERENCE GROUP POSITION DESCRIPTION

ROLE: Community Reference Group Member (Volunteer)

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The SUBSTATION

The SUBSTATION is a multi-art space presenting a curated program of contemporary work by local, national and international artists. The SUBSTATION's 100-year-old repurposed, industrial building houses a visual arts gallery, rehearsal studio and large-scale multi-use performance space. Engaging with artists from across artistic disciplines, working in non-traditional modes, we commission and curate our program to create opportunities for audiences in Hobsons Bay and the greater west of Melbourne to see the best of contemporary arts. We aim to engage local audiences in an inspired, critical dialogue about current society.

Overview

The newly created Community Reference Group will bring together local knowledge and stakeholders to inform planning and decision making. It aims to provide community representation and pathways for input, feedback and participation. The Community Reference Group (chaired by The SUBSTATION Community Ambassador) exists to promote and support The SUBSTATION through increasing visibility, strengthening partnership opportunities through a local voice, increasing engagement and advocacy with the local community.

Key Responsibilities

- Attend up to three meetings a year as a member of the Community Reference Group.
- Help to strengthen connections with Hobsons Bay and Western Region communities.
- Support local artist and creative industries to access facilities and networks
- Identify opportunities for relationships between The SUBSTATION and community members/organisations, including but not limited to: partners for The SUBSTATION Community Hire program, local business, schools, and community networks and associations.

- Apply a community lens across The SUBSTATION's plans to ensure local connection and opportunities are furthered, including its program, volunteering strategy, donors / partnerships strategy, and overall community engagement plan
- Attend all Community Reference Group meetings
- As a member of the reference group, the applicant will be bound by the Terms of Reference of the Community Reference Group.

Key Selection Criteria

- Reside in Hobsons Bay, which comprises the suburbs of: Altona, Altona Meadows, Altona North, Brooklyn, Laverton, Newport, Seabrook, Seaholme, Spotswood, South Kingsville, Williamstown, Williamstown North.
- Experience working with a committee and/or businesses, artist networks or community groups.
- Have excellent communication skills.
- A passion for contemporary art, community engagement and an interest in The SUBSTATION's artistic program.

For more information on The SUBSTATION's community engagement, please refer to the [Report to the Community 2019](#)

Application Process

To apply to join the Community Reference Group, please email your CV or a summary of your experience and a one page cover letter addressing the Key Selection Criteria to Michaela Coventry, Executive Producer at michaela@thesubstation.org.au by 5pm 09 October 2020.