

Museum and Gallery Services Qld Consultants & Suppliers Register

REGISTRATION FORM

By completing the Registration Form (page 2), you will be registering your professional services and products with Museum & Gallery Services Queensland - the peak industry body for museums and galleries in Queensland.

Consultants must ask two Referees to complete the Referee Report (available on the M&GSQ website).

The Register can be accessed Australia-wide, therefore registration is not restricted to Queensland-based Consultants and Suppliers. It is used by staff and volunteers working in museums, galleries, and the wider cultural heritage industry, and is regularly accessed prior to funding deadlines.

Your inclusion will mean your business is promoted to the sector via the online Consultants & Suppliers Register (or, in the case of those without internet access, via enquiries to Museum & Gallery Services Queensland).

Inclusion on the Register is free of charge (previous registration fees applied have been waived).

A brief description of your business

Please attach a *brief description of your business* to your registration form. This brief description should be no more than 150 words and should provide a concise description of your expertise and/or project experience (if you are a Consultant) or your products (if you are a Supplier).

Registration forms are to be sent to -

Information Officer
Museum and Gallery Services Qld
Level 3, 381 Brunswick Street
Fortitude Valley Qld 4006

For further information about the Museum and Gallery Services Qld Consultants & Suppliers Register contact -

Museum and Gallery Services Qld
phone 07 3215 0820
fax 07 3215 0821
freecall 1800 680 433
email information@magsq.com.au
web www.magsq.com.au

REGISTRATION FORM

To join Museum and Gallery Services Queensland's Consultants & Suppliers Register, please follow these steps:

- 1 : Complete the Registration Form
- 2 : Indicate your Key Professional Skills (Consultants) or Key Supplies (Suppliers)
- 3 : Sign the Disclaimer
- 4 : Complete *A brief description of your business* (please see page 1)
- 5 : Attach a copy of your Resume (Consultants) or Promotional Material (Suppliers)
- 6 : Ask 2 Referees to complete the *Referee Report* on your behalf (this only applies to Consultants)
- 7 : Post or email to - Museum and Gallery Services Qld. Level 3, 381 Brunswick Street, Fortitude Valley Qld 4006 or information@magsq.com.au

I am registering as a : Consultant Supplier

Mr / Mrs / Ms / Miss / Dr :

Name:

Position:

Name of Business:

Address:

Town: State: Postcode:

Telephone: Facsimile:

Mobile: Website:

Email:

As a Consultant, I am a member of a professional association that has a Code of Ethics or a Code of Ethical Practice : yes no
Please specify the professional association to which you belong :

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Approximate rates of pay (per hour) :
 under \$50 \$50 - \$100
 over \$100 or please specify \$

Rates of pay (per hour) are negotiable : yes no
I am available to work in regional areas of my state : yes no
I am available to work interstate : yes no

DISCLAIMER

I warrant that the information and details I provide to M&GSQ are true and correct. I understand that I give my name at my own risk and absolve M&GSQ from all liability including property and personal damage, howsoever caused, that may arise upon the referral of M&GSQ of my details to Requestors and/or inclusion in the database. I understand that M&GSQ is not an Employment Agency, is not acting as an agent for either the Requestors or Consultants/Suppliers, and that the Consultants & Suppliers Register is an information referral service only. I understand that, by including my name in the Consultants & Suppliers Register, M&GSQ is not endorsing my qualifications or expertise. I understand that M&GSQ will not make any information I give, other than the information provided in my Registration Form, available to any other Consultants/Suppliers or Employment Agency. I understand that no guarantee is given that employment or business will be given as a result of my name being referred. I understand that M&GSQ may withdraw my name and details from the Consultants & Suppliers Register, and the website, at its discretion at any time.

Signature:

Printed Name: Date:

CONSULTANTS: Key Professional Skills

- Accessioning
- Archival collections
- Audience development
- Collection management
- Condition reporting
- Conservation/management plans
- Conservator
- Critical writing
- Deaccessioning
- Desktop publishing
- Digital Stories
- Education/writing
- Exhibition curator
- Exhibition design
- Feasibility studies
- Film/video collections
- Financial management
- Grant applications
- Graphic design
- Historic site interpretation
- Historical research/writing
- Human resource management
- Indigenous services
- Industry research
- Information technology
- Legal issues
- Marketing/public relations
- Multimedia/research
- Oral history
- Policy writing
- Preparator
- Project development/management
- Public programs
- Publications/editing
- Risk assessment
- Significance assessment
- Sound/audio production
- Sponsorship/fundraising
- Strategic/business planning
- Tourism
- Valuer
- Visitor research/evaluation
- Visual arts writing
- Volunteer training
- Website development

SUPPLIERS: Key Supplies/Products

- Architectural & building design services
- Audio visual equipment & audio guides
- Cataloguing software
- Cleaning & building maintenance supplies
- Computer systems & services
- Conservation materials & equipment
- Custom technology
- Digital imaging services
- Display systems & equipment
- Educational equipment & supplies
- Environmental control equipment
- Interactive multimedia equipment
- Lighting equipment & services
- Museum shop merchandise
- Office equipment
- Packing materials & systems
- People counting systems
- Photographic services
- Publishing services
- Reproductions & modelmaking
- Security equipment & services
- Signage
- Storage systems & equipment
- Ticketing systems & equipment
- Transportation & freight
- Travelling exhibitions
- Website design & maintenance