

## NOMINATION FORM: INDIVIDUALS

**CLOSING DATE: 30 JULY 2018**

### USE THIS FORM TO NOMINATE FOR INDIVIDUAL AWARDS

**The Gallery and Museum Achievement Awards (GAMAA) are presented by Museums & Galleries Queensland to honour the achievements of individuals and organisations in striving towards excellence.**

The Awards aim to:

- encourage continuous improvement and development of galleries, museums and related cultural organisations;
- enhance the profile of galleries, museums and related cultural organisations in local and wider communities;
- inspire and recognise best practice;
- recognise and encourage the contribution made by individuals to their organisations and to the gallery and museum sector.

Please discuss your nominations with M&G QLD prior to completing the nomination form. Contact Debra Beattie on 07 3059 9741 or freecall within Queensland 1800 866 101. We can also assist if you need help in filling out this form. The nomination form is available in Word and PDF for you to download and complete. Go to [www.magsq.com.au](http://www.magsq.com.au)

## Awards: Individuals

There are two categories for Individual Awards:

- #1: **Paid Staff**
- #2: **Volunteer Staff**

***Use a separate form for each nomination.***

An individual **cannot** self-nominate – they must be nominated by another person.

Nominations are invited for a paid staff member or a volunteer. In order to develop the best possible nomination and to obtain accurate facts, it is recommended that you discuss the information with the person you are nominating.

Nominations must address the selection criteria. If they do not, they will be deemed ineligible for judging.

The GAMAA will be judged by a panel of industry peers. A shortlist of finalists in each category will be announced in September/October 2018.

**There is a separate nomination form for GAMAA Organisation Awards.**

Refer to the Museums & Galleries Queensland website, [www.magsq.com.au](http://www.magsq.com.au) or contact M&G QLD on P: 07 3059 9740 or freecall within Queensland 1800 866 101, E: [information@magsq.com.au](mailto:information@magsq.com.au)

## Criteria

The nomination should outline the person's outstanding achievement, either for a specific activity, or for contribution/outcomes over a number of years.

You need to demonstrate how the person achieved successful outcomes – what evidence do you have?

### YOU MUST ADDRESS THE FOLLOWING SELECTION CRITERIA:

- How did the person deliver outcomes that were distinctive for *them*?
- How did the person raise their own standards of practice and/or increase the level of professionalism of their organisation?
- How did the person enrich the cultural life of the community or have an impact on the social or economic life of the community?

For example:

Did the person deliver successful outcomes in one or more of the following ways:

- educate audiences or encourage life-long learning;
  - work with new communities or new audiences;
  - develop new partnerships to improve their or their organisation's practice;
  - increase community engagement and participation;
  - achieve successful outcomes for specific groups within the community (e.g. children, women, men, older people, Indigenous people, people with disability, people who are isolated or disadvantaged)?
- How did the person provide inspiration as a role model for others or lead others to implement new ideas, directions or initiatives?

# Guidelines

## ELIGIBILITY

The nominated individual must be located within Queensland.

The nomination must be for one person and must be received on this form. (Forms are also available to download as a PDF or as a Word document for word processing.)

**Nominations must be received by 5:00 pm on Monday 30 July 2018.**

Nominations will be accepted for an individual **paid staff member** or a **volunteer** of any of the following:

- Public/non-commercial museums and galleries.  
*(Individuals from privately-owned museums and galleries that are not-for-profit are eligible to nominate. Individuals from other privately-owned museums and galleries may be eligible to nominate if they can demonstrate that their organisation operates in a public, non-commercial manner. If in doubt, phone M&G QLD to confirm eligibility before you begin the nomination form.)*
- Indigenous Keeping Places or Cultural Centres.
- Libraries where the nominated individual is involved in activities related to exhibitions or museum practice.
- Local government authorities where the nominated individual is involved in activities related to exhibitions or museum practice.
- Arts councils where the nominated individual is involved in activities related to exhibitions or museum practice.
- Artist-run spaces where the nominated individual is involved in activities related to exhibitions or museum practice.
- Cultural networks where the nominated individual is involved in activities related to exhibitions or museum practice.

If in doubt, please confirm your eligibility by phoning Debra Beattie at M&G QLD on 07 3059 9741 or freecall within Queensland 1800 866 101.

## TIME FRAMES

The work of individual nominees may date back a number of years.

## Guidelines ... continued

### NOMINATION FEES

\*Museums Galleries Australia (MGA) members — Free

\*Public Galleries Queensland (PGQ) members — Free

A non-refundable fee of \$30 per nomination applies to all other nominations.

\*For free entry, either the person being nominated or the person submitting the nomination (or their organisations) must be an MGA or PGQ member. If you need to check your membership status, email [membership@magsq.com.au](mailto:membership@magsq.com.au) or phone the freecall number 1800 866 101.

### SUPPORT MATERIAL

Nominations should be accompanied by up to four items of support material. Material should be succinct and clearly related to the person nominated. It should enhance your written nomination by giving additional information or backing up the claims you have made. You are encouraged to submit up to the maximum number of items – good-quality support material will help to strengthen your nomination.

Here are some examples to get the best out of your support material:

- Each media clipping counts as 1 piece of support material, so don't send two or three that say the same thing. Choose the best.
- A maximum of 10 photos counts as 1 piece of support material.
- Judges will not have time to read every word of large publications (including education kits etc), so mark particular sections you want them to see.
- Don't supply a 3-hour film – choose one or two excerpts of no more than 5–10 minutes' duration.
- You can choose to send a written referee's report as one of the items. Make sure it adds to what your nomination says, not simply repeats the same information.

Where possible, support material should be provided electronically (e.g. scans of media clippings, jpg files of photographs) emailed or posted on a USB drive with the nomination.

*Nominations will not be disadvantaged where this is not possible.*

Catalogues, publications etc. can be posted in hard copy.

## Guidelines ... continued

### REFEREES

Contact details of two referees must be included on this nomination form. Where possible, you should try to use referees who can speak with knowledge but also be objective about the person nominated. Ensure that your referees know you have supplied their details.

Generally the judges will only use referees where they need to verify the accuracy of information on the nomination form, or where the judging scores are close and additional information would assist with the decision-making.

### SUBMISSION OF NOMINATIONS

#### **Use a separate form for each nomination.**

You can either email or post your nomination and support material.

**EMAIL:** Send the nomination form and support material to: [information@magsq.com.au](mailto:information@magsq.com.au)

Try to keep the files at a reasonable size (no larger than 10MB per email).

You can also choose to email the nomination form and support material and then send any material that can't be emailed (eg large publications) by post. If you choose this option, make a note on the nomination form which material is following by post.

**POST:** You can either send a hard copy of the completed nomination form and support material or save it all to a USB drive and post to:

**MUSEUMS & GALLERIES QUEENSLAND  
 122 GERLER ROAD  
 HENDRA QLD 4011**

Hard copy nomination forms should be simply presented and clipped together. Please do not bind or use special graphics, folders etc.

**NOMINATIONS MUST BE RECEIVED BY 5:00 PM ON MONDAY 30 JULY 2018.**

# Individual's Details

**Individuals must be nominated by another person.**

I nominate the individual listed below for the 2018 Gallery and Museum Achievement Awards, in the following category:

*(If you are completing this form in Word, you can double-click on the appropriate box and when the menu comes up, in the right-hand corner, select "Checked".)*

- Category #1: PAID STAFF**
- Category #2: VOLUNTEER STAFF**

**Name of individual being nominated** .....

Name of individual's organisation (if applicable) .....

Individual's position in organisation (if applicable) .....

Contact details for the individual being nominated:

Phone ..... Email .....

Address .....

**Name and contact details of the person submitting this nomination**

Your name .....

Name of your organisation (if applicable) .....

Your position in organisation (if applicable) .....

Contact phone ..... Email .....

Address .....

Signature ..... Date .....

Are you, or the nominated individual (or your organisations) a member of MGA or PGQ?

- No
- Yes: Membership Number: .....

# Nomination

*If using word processing, the font size must be no smaller than 11 point.*

## WHY ARE YOU NOMINATING THIS PERSON?

Please note that in the **next** section you will be asked to outline this person's outstanding achievement against the selection criteria.

Please **use this page** to give a general overview of the person's position or role in their museum, gallery, or the cultural sector, including a brief outline of whether you are nominating this person for a specific activity, or for their contribution/commitment over a number of years.

Maximum one A4 page.



## Nomination ... continued

### HOW DOES THIS PERSON'S ACHIEVEMENTS MEET THE SELECTION CRITERIA?

Maximum two A4 pages.

**Go to page 3** for the selection criteria.

Give clear examples to describe the person's outstanding achievement.

Nominations will be deemed ineligible for judging if they do not address the criteria.

## Referees

***Nominations must include the details of two referees who can be contacted to comment on the nomination if required. A written referee report can be included as part of the four items of support material if desired.***

**Name of Referee 1:** .....

Title / Position / Relationship to Nominee: .....

.....

Contact phone ..... Email .....

Address .....

**Name of Referee 2:** .....

Title / Position / Relationship to Nominee: .....

.....

Contact phone ..... Email .....

Address .....

# Support Materials

**SUPPORT MATERIAL IS LIMITED TO UP TO FOUR ITEMS.**

See page 5 for notes on support material.

Where possible, support material should be provided electronically (e.g. scans of media clippings, jpg files of photographs) on a USB drive included with this nomination form. *Nominations will not be disadvantaged where this is not possible.*

If your nomination is a finalist, we may use the support material that you provide at the Awards evening. Please provide captions for images and acknowledgements (photographer credits, etc.) where relevant.

**Please complete below a description of the support material submitted with this nomination.**

Name of individual being nominated: .....

SUPPORT MATERIAL ATTACHED: *Please tick*

- 1. .... Hard Copy  USB
- 2. .... Hard Copy  USB
- 3. .... Hard Copy  USB
- 4. .... Hard Copy  USB

## Check List

**Before sending in your nomination form, please ensure that you have all the correct information. Use this check list as a guide.**

- Have you discussed your nomination with staff from M&G QLD?
- Have you included only one nomination on this form?
- Have you addressed the criteria? Nominations will be deemed ineligible for judging if you have not done so.
- Have you included the names of two referees?
- Have you listed your support material?
- Have you limited your support material to four items?
- Are you or the nominated individual (or your organisations) a member of MGA or PGQ?
- If you or the nominated individual (or your organisations) are not a member of MGA or PGQ, have you included the nomination fee?

**If you have any questions about the guidelines or nomination form, please contact Debra Beattie on 07 3059 9741 or freecall 1800 866 101 for assistance.**

THANK YOU FOR TAKING THE TIME TO SUBMIT A NOMINATION FOR THE 2018 GALLERY AND MUSEUM ACHIEVEMENT AWARDS.

We appreciate your effort and wish you well in the judging.

**NOMINATIONS MUST BE RECEIVED BY 5:00 PM ON MONDAY 30 JULY 2018.**

**SEE PAGE 6 FOR INSTRUCTIONS ON EMAILING OR POSTING YOUR NOMINATION FORM AND SUPPORT MATERIAL.**



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