

Dear Colleague

Museums & Galleries Queensland (M&G QLD) is asking for your help to collect statistics about your gallery/museum for the 2022-2023 calendar years.

On the reverse of this letter is a one-page survey which we are asking you to complete and return to M&G QLD by **Monday 12 August 2024**. Submit your survey by the due date, and your organisation will go in the running to win one free registration for a nominated staff member or volunteer to attend M&G QLD's 2024 Conference, *Belonging*.

Collecting these statistics is important to us. M&G QLD uses them for a number of purposes:

- To build a 'snapshot' of visitation trends across regions;
- To analyse trends between groups of galleries and museums – e.g. small, medium, large;
- To compare these trends from year to year;
- To allow M&G QLD to build an accurate picture of the sector to inform our current and future programs, services, policies and directions – to better service Queensland galleries and museums;
- To advocate to all levels of government about the value of museums and galleries locally, state-wide and nationally – e.g. as vital organisations within their communities building social cohesion, contributing to visitor economies, fostering lifelong learning, and caretaking Queensland's distributed collections etc.

M&G QLD will use the statistics only in aggregate form for the purposes outlined above – we will not make public any individual gallery/museum visitor statistics.

If you have any questions about the survey or M&G QLD's use of this data please contact M&G QLD at P: 07 3059 9740, freecall 1800 866 101 or E: information@magsq.com.au.

The survey should only take 5–10 minutes to complete. We thank you for your time and effort in assisting M&G QLD to collect this important data.

Best regards,



Rebekah Butler
Executive Director
Museums & Galleries Queensland

**Please email your completed survey to information@magsq.com.au or post:
M&G QLD, 122 Gerler Road, Hendra QLD 4011**

**Alternatively the form can be complete online here:
<https://magsq.com.au/ninja-forms/7ajds>**

Thank you for completing this survey!

Please complete this survey if you are a Queensland public museum, public gallery, historical society, library/archive, visitor information centre, Aboriginal and/or Torres Strait Islander arts/cultural centre

Organisation name (will not be made public): _____

Contact name: _____

Phone: _____

Email: _____

Please enter numerical values only.
Specify values of zero with the numerical character rather than leaving blank.
For unavailable stats, indicate with 'N/A'.

Total number (#) of visitors to your venue during the year:

2022	2023

Total # of exhibitions delivered in your venue during the year:

- Self-generated/internal exhibitions delivered in your venue:
- Inbound/external touring exhibitions delivered in your venue:
- Outbound touring exhibitions from your venue:

Total # of public programs delivered by your venue during the year:

Total # participants in public programs during the year:

Total # of paid staff during the year:

Full Time Equivalent (FTE) Staff:
(*i.e FTE is based on how many days a week a person works. If an employee works 3 full days per week, the FTE is 3 working days / 5 weekdays = 0.6 FTE)

Total # of active volunteers during the year:

Estimated hours provided by volunteers:
