



Consultant & Supplier Register – Application Form

About the Register

M&G QLD's Consultant & Supplier Register is a list of experienced and qualified individuals and organisations available to offer skills and services to the museum and gallery sector. It is used by staff and volunteers working in museums, galleries, and the wider cultural heritage industry.

Inclusion in the Register is free of charge and is open to both QLD-based and interstate Consultants and Suppliers.

By completing the Application Form you will be applying to advertise your professional services and products with Museums & Galleries Queensland. M&G QLD reserve the right to refuse your application if it is deemed unsuitable for the Register.

How to complete this form

Application forms can be completed as a fillable PDF using Adobe Acrobat, or printed and completed as a hardcopy.

Application forms or enquiries are to be emailed to E: information@magsq.com.au

Or posted to –

Information Officer
Museums & Galleries Queensland
122 Gerler Road
Hendra QLD 4011

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The following information will be publicly available online.

Application Form

a. General information

First Name: _____ Last Name: _____
Business Name: _____
Town: _____ State: _____ Postcode: _____
Telephone: _____ Mobile: _____
Website: _____ Email: _____

b. Consultant key professional skills (select up to 5)

Audience research	Operations & governance
Collection management	Significance assessment
Conservation	Sponsorship & funding
Education & public program development	Visual arts curation & interpretation
Facility development	Volunteer management
First Nations consultancy	Writing & editorial
Heritage curation & interpretation	Other (describe):
Install technician	

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 If yes, name of association:

I am available to work in regional areas of QLD: Yes No

I am available to work interstate: Yes No

c. Supplier key products/services (select up to 5)

Cataloguing software	Reproductions & modelmaking
Conservation supplies	Storage systems
Digital displays & equipment	Specialised freight
Display systems	Travel crates & packing materials
Environmental control systems	Virtual experiences
Lighting systems	Other (describe):

d. Brief description

Please provide a brief description of your business. This description should be no more than **200 words** and should provide a concise description of your expertise (if you are a Consultant) or your products (if you are a Supplier):

M&G QLD reserves the right to edit this information.

e. Recent projects

Insert a very brief description of your 5 most recent projects that relate to the museum and gallery sector:

M&G QLD reserves the right to edit this information.

Year of completion Brief description of project completed

f. Disclaimer

I warrant that the information and details I provide to M&G QLD are true and correct. I understand that I give my name at my own risk and absolve M&G QLD from all liability including property and personal damage, howsoever caused, that may arise upon the referral of M&G QLD of my details to Requestors and/or inclusion in the database. I understand that M&G QLD is not an Employment Agency, is not acting as an agent for either the Requestors or Consultants/Suppliers, and that the Consultant & Supplier Register is an information referral service only. I understand that, by including my name in the Consultant & Supplier Register, M&G QLD is not endorsing my qualifications or expertise. I understand that M&G QLD will not make any information I give, other than the information provided in my Application Form, available to any other Consultant/Supplier 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&G QLD may withdraw my name and details from the Consultant & Supplier Register, and the website, at its discretion at any time.

Signature:

(If hard copy)

Printed Name:

Date:

If you are applying as a Consultant, you must also complete the two referee reports on pages 4 & 5.

Appendix 1 - Referee report (for Consultants only)

Complete this form for the named Consultant who is submitting an application for Museums & Galleries Queensland's **Consultant and Supplier Register**.

The referee must be a professional who has knowledge of the Consultant's relevant work experience and track record.

The names and contact details of the Referee will not be published. However, contact details for Referees may be provided to people who request this information from Museums & Galleries Queensland.

A separate copy of this form can be downloaded from the M&G QLD website.

Reference for Consultant (insert name):

Referee contact details -

Name: _____ Position: _____

Organisation: _____

Phone: _____ Email: _____

Relationship to Consultant: _____

Briefly describe the Consultant's expertise and dealings with the museum and gallery industry (no more than 150 words):

Signature: _____

Date: _____

(Print name if electronic)

For more information about the Museums & Galleries Queensland's Consultants & Suppliers Register, contact:

Museums & Galleries Queensland
122 Gerler Road, Hendra Qld 4011
P: 07 3059 9740
E: information@magsq.com.au
W: www.magsq.com.au

Appendix 2 - Referee report (for Consultants only)

Complete this form for the named Consultant who is submitting an application for Museums & Galleries Queensland's **Consultant and Supplier Register**.

The referee must be a professional who has knowledge of the Consultant's relevant work experience and track record.

The names and contact details of the Referee will not be published. However, contact details for Referees may be provided to people who request this information from Museums & Galleries Queensland.

A separate copy of this form can be downloaded from the M&G QLD website.

Reference for Consultant (*insert name*):

Referee contact details -

Name: _____ Position: _____

Organisation: _____

Phone: _____ Email: _____

Relationship to Consultant: _____

Briefly describe the Consultant's expertise and dealings with the museum and gallery industry (no more than 150 words):

Signature: _____

Date: _____

For more information about the Museums & Galleries Queensland's Consultants & Suppliers Register, contact:

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