

# Museums & Galleries NSW

## ***Alert!*** guidelines for contributing

Museums & Galleries NSW (M&G NSW) supports the work of museums, public galleries, Keeping Places, artist-run initiatives and contemporary art, craft and design centres throughout regional and metropolitan NSW.

*Alert!* is M&G NSW's free weekly e-bulletin, providing the most current and necessary information from the museum and gallery sector to subscribers.

There are currently 1,175 *Alert!* subscribers across NSW and interstate, representing a cross-section of the sector that includes museum and gallery professionals and volunteers, library and local government officers, university staff and students, artists, designers and writers as well as interested members of the public.

### **Contributions**

M&G NSW welcomes museum and gallery sector information for inclusion in *Alert!*

Please note that *Alert!* is not representative of commercial institutions, and subsequently cannot include commercial program or exhibition listings.

To ensure accurate and complete information is released to subscribers, please provide only:

- a short paragraph with vital information
- contact details for further enquiries
- a website link with further information

The contribution deadline for *Alert!* is 5.00pm Monday each week for release the following Wednesday morning.

Please note the following *Alert!* categories:

<p><b>Sector News</b></p>	<p>What/where/when/who? Details of how to access the news and resources.</p>
<p><b>Professional Development</b></p> <p>This may include items such as:</p> <ul style="list-style-type: none"> <li>• Conferences/Seminars/Lectures</li> <li>• Grants &amp; Funding/Bursaries</li> <li>• Internships/Fellowships</li> </ul>	<p>Opportunities for people working or interested in the museums &amp; gallery sector:</p> <ul style="list-style-type: none"> <li>• Program name, presenters, venue, date, cost &amp; a contact person.</li> <li>• Details of funding bodies, the closing date for applications &amp; a contact person.</li> <li>• Details of program, including the closing date for applications.</li> </ul>
<p><b>Exhibitions &amp; Events</b></p>	<p>Exhibition/event title, details of artists/event presenters, venue and address, date and time (start to finish) and cost.</p>
<p><b>Employment Opportunities</b></p>	<p>Position title, brief description of the position (not including position requirements), location, salary (optional), the closing date for applications &amp; a contact person.</p>

**Contact:**

For *Alert!* contributions, subscriptions and enquiries please contact: Jessica Tyrrell, Marketing & Customer Relations Officer on 02 9358 1760 or email: [info@mgnsw.org.au](mailto:info@mgnsw.org.au)

**Disclaimer:**

M&G NSW reserves the right to include or reject contributions, to edit contributions as necessary, and is not responsible for errors or omissions. Please note that information contained in *Alert!* is coordinated from a variety of sources and the views expressed are not necessarily those of Museums & Galleries NSW.