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# IMAGinE awards

inspiring museums & galleries in excellence

## GUIDELINES

### 2010 IMAGinE awards

**Closing date: 5pm, Monday 6 September 2010**

Presented by



New South Wales



Australian Capital Territory



*The IMAGinE awards, an initiative of Museums & Galleries NSW, have been developed in collaboration with Museums Australia NSW, Museums Australia ACT, and Regional & Public Galleries NSW.*

Supported by



*Museums & Galleries NSW is assisted by the NSW Government through Arts NSW*

## **INTRODUCTION TO THE AWARDS**

Established in 2008, the **IMAGinE Awards** celebrate the achievements and extraordinary diversity of the NSW and ACT museum and gallery sector and those who work within it, both paid and volunteer.

The awards are managed by Museums & Galleries NSW (M&G NSW), and organised in conjunction with Museums Australia (NSW), Regional & Public Galleries NSW (RPG NSW) and Museums Australia (ACT)

Now in their third year, the **IMAGinE Awards** have attracted over 120 nominations from the NSW and ACT sector. Each year the presentation event has attracted over one hundred guests, who in turn represent over 60 organisations from across NSW and ACT organisations.

The 2010 IMAGinE awards night will be held in the Circular Quay Terrace, Museum of Contemporary Art on Friday 22 October.

### **The IMAGinE Awards:**

- Celebrate excellence across all levels of the museum and gallery sector
- Acknowledge the significant contribution that individuals make to their communities through museums and galleries across NSW and the ACT
- Promote the value and importance of museums and galleries beyond the sector
- Promote and benchmark best practice in collection management, exhibitions and public programs
- Forge networks and links between the paid and volunteer staff of museums and galleries

## **Eligibility**

### **Who can enter the IMAGinE Awards?**

Public museums and galleries in the ACT and NSW, Aboriginal keeping places and Cultural Centres, not-for profit organisations such as artist-run initiatives and volunteer run museums and galleries are welcome to nominate.

Nominees must be directly linked with an ongoing exhibiting or collecting space. Organisations which collect or exhibit as an additional - but not primary - function of their operations are not eligible to apply (eg tourist centres). Professionals and organisations working in a commercial relationship to the sector (eg consultancy and design groups) are not eligible for self-nomination.

## Nominations

### Who can nominate for an award?

You are welcome to nominate another person, organisation or project, and can self-nominate your own organisation or project. Entries will be accepted from organisations, associations and non-profit companies and individuals.

Individuals may not self-nominate themselves for Category 5, *Individual Achievement Awards*.

Nominations in Categories 1 – 4 must be submitted on behalf of the whole organisation/museum/gallery, and not a part thereof.

### How to submit your IMAGinE Awards nomination

Nominations and support material are to be submitted in an **electronic format** by email or post on CD/DVD. Nominators who are unable to submit digital material are invited to contact Museums & Galleries NSW to discuss alternate arrangements.

To prepare your entry for submission

- Download the nomination form for the category from the Museums & Galleries NSW website, [www.mgnsw.org.au](http://www.mgnsw.org.au)
- Save the file with your organisations name and category you are entering. Please use an underscore ( \_ ) to separate words. Eg OurMuseumGallery\_Category\_3.doc
- If you are nominating an individual, save the file with the nominee's name and category 5. Please use an underscore ( \_ ) to separate words. Eg Jane\_Smith\_Category\_5.doc

Please submit your nomination to **Cassie Charlton, IMAGinE Awards coordinator**.

For **email** submissions:  
[cassiec@mgnsw.org.au](mailto:cassiec@mgnsw.org.au)

For **CD/DVD** submissions:  
Cassie Charlton  
IMAGinE Awards coordinator  
Museums & Galleries NSW  
43-51 Cowper Wharf Rd  
Woolloomooloo  
NSW 2011



## Support Material Guidelines

- A **MAXIMUM** of **5 pages** of supporting documentation may be included (eg web page, image, promotional material), where each image or PowerPoint page constitutes one page. The preferred format for support material is jpeg. Note: Where nominees submit more than five pages, only the first five pages will be forwarded to the judging panel.
- **Two images** representative of the nominated organisation/project must also be included for use in **promotional material and at the awards presentation** (high resolution jpeg maximum 2MB). Please make sure this is of high quality and encapsulates your organisation. Nominations for individual achievement only require one image to be submitted.

## Conditions of entry

- For nominations featuring project based activities, the whole project, or a significant part thereof must have been undertaken within the nomination period 1 July 2009 – 30 June 2010. Permanent and semi-permanent projects and exhibitions may be nominated, but cannot be awarded an IMAGinE award more than once.
- Please keep a copy of your nomination and support material for your own files as copies of nominations cannot be returned.
- Nomination forms must include a non-refundable application fee (see schedule below).
- A separate nomination form and fee is required for each nomination.
- All nomination and support material must be submitted electronically unless having sought approval from Museums & Galleries NSW
- The decision of the judging panel will be final and no correspondence will be entered into.
- All material submitted becomes the property of Museums & Galleries NSW. M&G NSW reserves the right to use all entries received for publicity and educational purposes.
- Nominations close on 5pm, Monday 6 September 2010.

## Assessment of nominations

The judging panel will comprise of six people, including one representative from each of the partner organisations (M&G NSW, Museums Australia (ACT), Museums Australia (NSW) & RPG NSW).

It is within the judges' discretion to determine not to give an award in any given category

## Nominee benefits

All nominated organisations/projects and individuals will:

- Have a promotional image of the organisation/project/individual displayed during the IMAGinE awards presentation ceremony
- Have their organisation acknowledged verbally during the IMAGinE awards presentation

## LEVEL A, B and C organisations

The **IMAGinE Awards** celebrate a diverse sector, which extends from small volunteer-run operations to large national institutions. Organisations have been divided into three groups for the purpose of assessment. The three levels are as follows:

**LEVEL A:** Volunteer-run and staffed organisations

**LEVEL B:** Organisations with less than seven paid staff in the entire organisation

**LEVEL C:** Organisations with more than seven paid staff in the entire organisation

## Nomination Fees

Nomination fees are on a sliding scale according to the size of the **nominating party**. For example, where a volunteer run organisation nominates a LEVEL C organisation, they will pay the LEVEL A rate.

- A fee is payable for each nomination
- All fees are inclusive of GST
- Payment is to be made by MasterCard, Visa or by cheque payable to Museums & Galleries NSW. In the advent of paying by cheque, the cheque should be sent separately by mail with clear information about the nomination that it is associated with.
- Nomination fees are non-refundable
- If you are a volunteer-run museum located in NSW with an institutional membership of Museums Australia, they will cover your nomination fees to the maximum value of \$25.

Entry fee levels	Level A	Level B	Level C
	Volunteer organisation	Employing between 1 and 6 staff	Employing 7 or more staff
<b>Entry Fee</b>	\$25	\$30	\$40

# **AWARD CATEGORIES**

**Selection criteria are listed on the 2010 NOMINATION FORM**

## **Category 1 - Collection Management**

This award acknowledges achievement in Collection Management, and recognises the importance of collection Management in preserving collections for the future.

**Awards available:**

**Award for collection management in a volunteer-staffed organisation**

**Award for collection management in an organisation with paid staff**

## **Category 2 - Exhibitions**

This award acknowledges achievement in Exhibitions. The nomination may be for a permanent or temporary exhibition.

**Awards available:**

**Award for exhibitions in a volunteer-run organisation (LEVEL A)**

**Award for exhibitions in an organisation with less than 7 staff (LEVEL B)**

**Award for exhibitions in an organisation more than 7 staff (LEVEL C)**

## **Category 3 - Education and public programs**

This award acknowledges achievement in education and public programs. The nomination may be for specific projects or ongoing programs.

**Awards available:**

**Award for education and public programs in a volunteer-run organisation (LEVEL A)**

**Award for education and public programs in an organisation with less than 7 staff (LEVEL B)**

**Award for education and public programs in an organisation more than 7 staff (LEVEL C)**

## **Category 4 – Judges’ choice: IMAGinE award for overall excellence**

One award will be given to the organisation which has most consistently demonstrated excellence and best practice during 2010.

**Award for excellence in a volunteer-run organisation (LEVEL A)**

**Award for excellence in an organisation with less than 7 staff (LEVEL B)**

**Award for excellence in an organisation more than 7 staff (LEVEL C)**

## **Category 5 - Individual Achievement Awards**

These awards acknowledge achievements by individuals working in museums and galleries

**Awards available:**

**Award for individual achievement (Volunteer staff)**

**Award for individual achievement (Paid staff)**

## **Award Partners**

### **Museums & Galleries NSW**

M&G NSW is the key development agency for the museum and gallery sector in NSW.

M&G NSW's vision for the sector is a confident, dynamic and sustainable network of museums and galleries in regional and metropolitan NSW. M&G NSW champion the role of museums and galleries and support their strategic position and relevance in contributing to our economic, social and cultural life.

### **Museums Australia (NSW & ACT)**

Museums Australia celebrates the value of museums and galleries in our society and works to sustain their future by fostering excellence in professional practice and advocating support from governments and other funding agencies.

### **Regional & Public Galleries NSW**

RPG NSW's role encompasses not only lobbying for basic infrastructure, but also supporting member galleries as community cultural resources by assisting the exhibition and touring of work by regional artists, helping them to reach a state as well as a national audience; encouraging professional standards among all galleries, and developing the function of galleries as an integral part of their community's cultural life and identity.

## **2010 IMAGinE awards enquiries:**

### **Cassie Charlton**

IMAGinE Awards coordinator  
Museums & Galleries NSW  
43-51 Cowper Wharf Road  
Woolloomooloo NSW 2011

Regional NSW freecall: 1800 114 311  
Telephone: (02) 9358 1760  
Fax: (02) 9358 1852  
Email: [cassiec@mgnsw.org.au](mailto:cassiec@mgnsw.org.au)