

The Museums & Galleries of NSW team is conducting a comprehensive survey of the sector. As trusted colleagues, we value your participation and insights in this research.

The purpose of the census is to gather vital information from organisations to provide an accurate overview of the sector, highlight some of the most pressing needs and assist us in providing services and advocating on your behalf.

Why is collecting this information important?

Museums & Galleries of NSW will use this information to build a 'snapshot' of venues and visitation, analyse trends and track progress from the previous census in 2018. The data will assist us in making informed decisions on our future policies, services, and programs, as well as help us advocate to local, state, and national government bodies on your behalf to assist them to develop policy, allocate funding, and plan and run public services.

We also know that other agencies look to the M&G NSW Census as one of the most comprehensive studies of our sector to help inform their decision making.

The final report will be made available on our website as a valuable resource for other service organisations and government bodies to promote the value of museums, galleries and Aboriginal cultural centres as vital organisations within our communities.

Museums & Galleries of NSW will also undertake to create several key fact sheets in collaboration with other sector bodies and individuals focusing on collections, sustainability and Local Government funding among other areas.

The Museums & Galleries of NSW 2022 Sector Census asks questions about your programs, collections, staffing levels, facilities, funding, and visitation. Any data collected will be anonymised in the final report, which we hope to make available later in 2022.

We appreciate your time and have endeavoured to keep the census as short as possible.

If you are not able to complete the questionnaire for any reason, could you please forward it to someone else in your organisation who can provide the information.

To complete the 2022 Sector Census please visit: https://www.research.net/r/7MGMRZV



| ORG | ANISATION | |
|---------|---|---|
| 1. Wh | at is the name of your organisation? | |
| | | |
| 2. Ho | w would you describe your organisation? | |
| | Art Gallery - a place that primarily collects and/or e | exhibits visual arts, crafts and design |
| | Museum - a place that primarily collects and/or example and artefacts | hibits significant historical objects |
| | Heritage Organisation - mainly concerned with cult historic buildings | cural traditions, physical place and |
| | Aboriginal Cultural Organisation - a place dedicate culture and cultural practice | ed to the presentation of Aboriginal |
| 3. Ho | w often are you currently open to the public? | |
| | Daily (between 4 and 7 days per week) | Less than once a month |
| | Weekly (3 or less days per week)) | Only by appointment |
| | Fortnightly | Not currently open to the public |
| | Monthly | |
| 4. Is t | his more or less than before the COVID-19 pandemic | ? |
| | More | |
| | Less | |
| | About the same | |



5. Were you closed to the public during your last annual reporting period. If so, for how long?*

*Why are we asking?

Your last reporting period may be either the previous financial year or calendar year, depending on how you record your organisation's activities. As long as the relevant period is 12 months, it does not matter what time frame you choose. A good guide is to look at your most recent annual review (if you do one).

This question is important for two main reasons. Firstly, it allows us to assess the impacts of COVID-19 and other pressures on the sector and communicate these to funding bodies, as well as allowing you to see where you sit in relation to the rest of the sector. Secondly, it means that we can calculate your other responses accurately, such as audience numbers that were affected by closures.

COLLECTION/S

6. Does your organisation manage a collection?*

(If No, proceed to question 16. If Yes, proceed to question 7)

Not all organisations manage a collection, but those who do need to house and care for them. The census includes questions that are only relevant if you manage a collection. If you do not manage a collection you will be able to skip to the next section of the census.

We ask questions about collections to better to understand the size and breadth of collections across NSW and to assess the storage, preservation and challenges for those that care them. Your answers to this section will help us provide targeted training and advocacy services.

7. Which one of the following categories best describes your collection/s? Please number as many categories as you like with 1 being the primary focus of the collection.

| Social History - Related to a particular social movement or pastime, not place specific Local History - Related to the immediate local history and environment Visual arts, craft and/or design Natural Science - Related to the natural world eg. botany, geology Technology and Science - Related to the application of technology and science | |
|---|---|
| Visual arts, craft and/or design Natural Science - Related to the natural world eg. botany, geology | Social History - Related to a particular social movement or pastime, not place specific |
| Natural Science - Related to the natural world eg. botany, geology | Local History - Related to the immediate local history and environment |
| | Visual arts, craft and/or design |
| Technology and Science - Related to the application of technology and science | Natural Science - Related to the natural world eg. botany, geology |
| | Technology and Science - Related to the application of technology and science |

Aboriginal and Torres Strait Islander cultural objects

Aboriginal and Torres Strait Islander visual arts, craft and design

^{*}Why are we asking?



8. How many items do you have in your collection/s. Please estimate if you are unsure of the exact number.*

| 100 items or less | 3001 - 4000 |
|-------------------|-------------|
| 101 - 500 | 4001 - 5000 |

| 2001 - 3000 | I know the exact number of items in our |
|-------------|---|
| | collection |

^{*}Why are we asking?

Knowing the size of collections can help us form a better picture of the care and storage requirements faced by the sector. It also allows us to provide you with information about how your collection compares with others and to estimate the amount of work to be done in cataloguing and digitising collections.

When estimating collection size, generally items in a set of multiples, such as a tea set or a game with multiple pieces, would be counted as a single item. Archives, supplementary material and supporting photos and documentation are generally not counted as items.

9. Do you use a collections database?

| We do not use a collections database | Past Perfect |
|--------------------------------------|--------------|
| Ehive | Vernon |
| Mosaic | Adlib |



| EMu | XL spreadsheet | |
|-----|----------------|--|
| | , | |



| 10. Has your collection/s been catalogued?* |
|---|
| Yes |
| No |
| Partially |
| |
| *Why are we asking? Cataloguing is an essential part of managing an organisation's key asset, the collection. Cataloguing is also a time-consuming and ongoing process. Important activities such as research, interpretation, conservation, risk management, exhibition development and publications are dependent on detailed and up-to-date collection information. Your answer to this question will help us to direct training and funding to assist with further cataloguing |
| NSW collections and providing other services and resources accordingly. |
| 11. Has your collection/s been digitised?* |

No

Yes

Partially

%

*Why are we asking?

Museums & Galleries of NSW has been involved in a number of digitisation programs across the state, as well as publishing the 'go to' digitisation guide for the small to medium sector, Crystal Clear.

Understanding if you have begun the process of digitisation and how far you have progressed helps us to target support, special programs and training as well as informing future resources.

The published report will also enable you to see how other organisations are tracking in this area.



12. Who owns the collection/s that you manage?*

*Why are we asking?

Some collections are not owned by the museum, gallery or Aboriginal cultural centre that manages them. The collection might be owned by Local Government, a heritage society or a community.

Answering this question gives us more information about the responsibilities of your organisation and helps us to advocate for appropriate support.

13. Is your collection insured?

Yes

No

Some individual items are insured

I don't know if we have collection insurance

14. Do you know the total monetary (\$AU) value of your collection?*

Yes, please advise value

Approximately, please estimate value \$

No, please enter N/A if the value of the collection is unknown

*Why are we asking?

We know that collections are unique and priceless and that putting a monetary figure against them is arbitrary. However, if you are able to answer with an amount, we strongly encourage you to do so. Having figures we can use when communicating with government agencies and others outside the sector is very helpful for us to support advocacy for more funding, training and collection care measures.



15. Please identify any current risks to your collection. Please tick all that apply.*

| Urgent building maintenance | (e.g. roof | leaks, rising dam | p, structural | damage) |
|-----------------------------|------------|-------------------|---------------|---------|
| | ` ` | , | 1 ' | 0, |

Long term building maintenance (e.g. ongoing maintenance of aging building)

Untreated pests (these could affect the building or the collection directly ie: termites, silver fish, rodents etc)

Heat and moisture levels and/or fluctuations

Lacking or non-existent disaster management plan

Unsuitable or limited storage and archive materials

Lack of trained staff and/or volunteers

Lacking or non-existent collections policy

Unaddressed conservation issues

Financial hardship

Lack of funding

Rising power costs

Governance issues

Falling volunteer numbers

Inadequate collection storage space

High risk of future natural disaster events (e.g. flood, fire, storms)

There are no current risks to our collection

Please advise any other risks or provide more detail where relevant

Collections require special care and storage to preserve them for the next generation. By answering this question, you can help us to understand some of your most pressing needs and assist us in providing services, targeting funding and advocating on your behalf.

^{*}Why are we asking?



STAFFING AND RESOURCES

| 16. | Do yo | ou have paid staff? If no, proceed to Question 20. If yes, proceed to questio | n 17. |
|-----|-------|---|-------|
| | Ye | 'es | |
| | N | No | |

17. How many people did you employ during your last annual reporting period?

Permanent and permanent part time staff

Artists and/or creatives on a casual or contract basis

Other casual staff such as front of house and event staff

Other contractors such installers and consultants

Your last reporting period may be either the previous financial year or calendar year depending on how you record your organisations activities. As long as the relevant period is 12 months, it does not matter what time frame you choose. A good guide is to look at your most recent annual review (if you create one).

We ask this question for several reasons. The sector provides jobs and employment across Greater Sydney, Metropolitan and Regional NSW however this figure is less well known than other state wide industries. Cultural organisations provide opportunities to creatives, academics and cultural professionals as well as hospitality staff and trades. Your answer helps us to communicate that value. By providing figures on the number of people employed, as well as the full-time equivalent (between 35 and 40 hours per week depending on your organisation), you will help us put together a picture of employment in the sector. We can share this with government and funding bodies, highlighting any issues, such as lack of job security, under-employment and understaffing.

Responses to these questions will also allow you to benchmark yourself against other similar organisations and to assist in funding applications to cover salaries and wages.

^{*}Why are we asking?



18. How many full time equivalent paid permanent employees do you have?*

*Why are we asking?

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19. Which positions do your paid staff officially fill?*

| Director | Communications and/or Marketing |
|------------------------------|---|
| Curator | Volunteer Manager |
| Assistant Curator | Paid Board Member |
| Public Programs Officer | Education Officer |
| Registrar | Philanthropy/ Sponsorship Manager |
| Conservator | Installer |
| Administrator/Office Manager | Please indicate if staff positions have been |
| Other (please specify) | amended in the past 4 years to support operations outside your facility eg supporting other cultural organisations, |
| | departments or events in your LGA. |

^{*}Why are we asking?

Staff in many small to medium organisations fulfill roles outside of their prescribed specialisation for organisations to remain open and deliver their programs.



This question asks you to indicate which positions your staff are officially employed in, rather than the work they actually deliver. This will help us create an overview of capacity within the sector and to assist in focusing our programs to support the sector, such as increased educational resources or funding for consultants.

The results from this question will allow organisations to benchmark themselves against other similar organisations and, in some cases, lobby for increased funding for additional positions. We also ask you to indicate if staff positions have been amended in the past four years to support operations outside your facility, for example, supporting other cultural organisations, departments or events in your LGA.

This is particularly aimed at regional galleries and museums who have had workload increases and/or lost staff hours to broader cultural activities. This will inform our upcoming Local Government Fact Sheet following the 2022 Census.

| 20. Does your or | rganisation have volunteers? If no, proceed to question 24 | . If Yes, proceed to |
|------------------|--|----------------------|
| question 21. | | • |

Yes

No

21. How many active volunteers do you currently have?*

*Why are we asking?

The 2022 Census asks questions about the number of volunteers at your organisation, and the hours and work these volunteers contribute to. This will provide an overview of the sector's reliance on volunteers and the number of hours and equivalent value of this contribution.

The 2018 Sector Census found that over half of all organisations surveyed rely solely on volunteers, with even the larger organisations dependent on volunteers for many of their programs. The organisations surveyed in 2018 reported volunteers giving almost 5 million hours in 2017, worth more than \$150 million per annum.

With more pressures than ever on volunteer numbers, we are looking to get a complete picture of the issues facing NSW organisations so we can provide targeted training and advocate on your behalf for more recognition and support of the work of volunteers.

This year we have refined our questions to understand the kind of work volunteers are doing in the sector and what the needs of organisations are going forward.

We will be working with individual organisations to conduct further research and case studies in this area following the Census. Please let us know if you are interested in being involved.



22. What roles do your volunteers fulfil? Tick all that apply.

| Director/CEO/president | Public programs and events |
|---------------------------------------|---|
| Secretary | Funding applications and fundraising |
| Treasurer/financial | Research |
| Unpaid board member | Digitisation |
| Curator | Building maintenance |
| Collection care | Cleaning |
| Tour Guides | Special advisors |
| Front of house, front desk, ticketing | Outreach, community engagement and special programs |
| Other (please specify) | special programs |
| | |

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23. On average, how many volunteer hours are given each week to the following areas.*

Ensuring the organisation is open and staffed including front of house and ticketing

Governance, general operations and maintenance

Fundraising and grant applications

Collection care including cataloguing and digitisation

Exhibition development and installation

Engagement programs, tours, school groups and community days

Other activities

OR enter total average weekly hours on all activities

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24. What was your annual budget last year?*

*Why are we asking?

We ask organisations to provide details of their annual budget so that we can report on the value that each dollar spent creates in terms of economic stimulus, community and well-being, artistic endeavour and culture and heritage. It also allows us to compare budgets to previous years and identify trends in funding and costs against inflation and increased expectations from stakeholders.

This information assists us in advocating for funding across the sector and identifying challenges such as rising staffing costs, uncertain programming funding, and the cost of caring for collections. The 2022 Census report will also enable organisations to view where they sit in terms of budget with other similar sized organisations. All data is anonymised in the final report.

25. How do you spend your operational budget?*

Percentage estimate on operations costs including rent, insurance and electricity

Percentage estimate on staffing costs

Percentage estimate on program including exhibitions and events

Percentage estimate on collection care outside of regular operations

Percentage estimate on other costs



including Job Keeper program eg. RISE Funding or Create NSW

Restart fund

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26. In the last 12 months, have you received income from any of the following sources?

| Australia Council for the Arts | Friends Of (The Organisation) | | |
|--|--|--|--|
| Job Keeper program | Philanthropic Trusts | | |
| Create NSW | Private Benefactors / Donors | | |
| Local Government | Sponsorship | | |
| Museums & Galleries of NSW grant | Gift shop | | |
| Non Government grants program | Member fees | | |
| Entry fees | Federal Government Departments other than Australia Council for the Arts | | |
| Commercial activities (e.g. Research, | | | |
| venue Hire) | None of the above | | |
| State Government Departments other than Create NSW | Other (please specify) | | |
| One off COVID relief grant not | | | |



27. Please estimate the percentage of your budget provided by Local Government. This can include cash funding, offset rent, borrowed staff such as IT support and one off grants etc.*

We do not receive any Local Government funding

less than 25%

25 - 50%

50-75%

more than 75%

*Why are we asking?

We ask for details about Local Government funding as, unlike State and Federal government funding, this information is not readily available and constitutes a large percentage of cultural funding in NSW. The information we receive will be included in our Local Government fact sheet to be published following the 2022 Census.

28. Do you currently have any sustainability and/or environmental initiatives? *

Solar panels on building

Green energy provider

Other renewable energy initiative

Water tanks and/or grey water use

Carbon offset program

Policy on sustainable exhibition and

archive materials

More details/other initiatives

Composting or other waste reduction program

Partnership with an environmental agency

We are currently looking into adopting environmental sustainability measures

We have an attached garden or greenspace that could be utilised for sustainability projects

We do not currently have any sustainability measures planned

*Why are we asking?

Climate change and environmental damage are arguably the greatest future challenges to face our communities. As cultural leaders and community hubs, many organisations are integrating environmental principles into everyday operations, buildings, exhibitions and engagement programs.

Your response will assist us in determining what is already being done across the sector, and what the next stage needs to be. The responses we receive will inform our future resources and training programs and form the basis of an environmental fact sheet for the sector. The question also seeks to determine initial data on the progress made within the sector towards renewable energy and the vulnerability of organisations to rising power costs, to be addressed in future research and case studies.



EXHIBITIONS AND ENGAGEMENT

29. How many exhibitions do you hold each year?*

Number of temporary exhibitions in 12 month period

AND/OR Number of temporary exhibition suites / changeovers in 12 month period

AND/OR Number of permanent/long term exhibitions currently on display

*Why are we asking?

By providing us with information on the number of exhibitions you have in a 12-month period, we are able to understand the size, capacity and resource requirements of your organisation and identify potential touring show partners and hosts.

We recognise that every organisation is different, so we have refined this question to capture more details about your exhibition program. You can answer this question in several ways – by identifying the total number of temporary exhibitions or in terms of suites that are changed at the same time i.e., four exhibition periods of three months each. You can also indicate if you have permanent or long-term exhibitions, either exclusively or in addition to temporary exhibitions. Please count these even if they have been in place for a significant period of time.

30. Do you record the number of physical visitors you receive?*

Yes, please advise number of visitors in last annual reporting period

No, please estimate number of visitors in last annual reporting period

*Why are we asking?

The 2022 Sector Census is the most comprehensive survey of cultural organisations across NSW. By providing your visitor numbers, we can extrapolate the numbers of visitors to museums, galleries and Aboriginal cultural centres across the state.

These figures are used by funding and government bodies and the sector more broadly when speaking about the importance of cultural organisations.



This year we have also asked you to estimate visitor types using the categories employed by other agencies such as Destination NSW to enable us to provide data on the economic value of cultural tourism.

We understand that only a few organisations have the resources to collect and collate postcodes from visitors, and we encourage you to estimate numbers if possible.

31. Of the visitors during your last annual reporting period please provide estimates of visitor types.*

Percentage of visitors who are local

Percentage of visitors from nearby region (day trip tourists)

Percentage of visitors from outside region (overnight tourists)

Percentage of visitors - unknown

*Why are we asking?

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32. How many engagement programs do you run each year?*

| We don't run engagement programs | | 20 - 30 |
|----------------------------------|--|---------|
|----------------------------------|--|---------|

| Less than 5 | 30 - 40 |
|-------------|---------|
|-------------|---------|

If more than 60, please estimate amount

*Why are we asking?

Offering engagement programs beyond exhibitions adds value to the museum or gallery experience, targets new audiences, makes spaces more inclusive and offers well-being and community outcomes.

We ask you to provide numbers of engagement programs so that we can illustrate the work done across the sector and advocate for more training and resources to support these programs. Please include all programs and events. For example, if you hold a weekly school group tour for six weeks of an exhibition that would be six programs, but a two-day workshop for a single group would be one program.

33. Do you currently partner with other organisations or groups to offer the following?

| Schools and/or earl | y education program/s | First Nations program/s |
|-----------------------|-----------------------|---------------------------|
| ocitodis arta/or carr | y caacation program, | rii st Nations program, s |

Accessible program/s Youth program/s

Health and wellbeing program/s Environmental or

Skills development, vocational training, work

placement or artist residencies

None of the above

placement or artist residencies None of the above

Other programs such as community outreach not covered above (please specify)



34. How many participants did you have across engagement and outreach programs during your last annual reporting period?

*Why are we asking?

We ask you to supply audience and participant numbers for these programs to provide data on the reach and depth of programs delivered by the sector over and above the regular offering.

This year these figures will also reflect the innovative and adaptive programs offered online or in new ways during COVID-19 lockdowns and times of decreased travel and visitation. We will compare these figures to the 2018 Sector census and our interim COVID impact surveys to understand how the sector is engaging with audiences, and to better support organisations to reach and engage their communities.

35. Did you engage audiences outside of physical visits to the organisation eg online events, DART or other school programs, competitions, workshops or audiences for offsite projects such as outdoor installations or shop front takeovers.*

Yes, but we don't know how many

Yes, between 5000 and 10,000

Yes, between 1 and 1000 Yes, more than 10,000

Yes, between 1000 and 5000

No we did not engage audiences outside of physical visits to the organisation

*Why are we asking?

We ask you to supply audience and participant numbers for these programs to provide data on the reach and depth of programs delivered by the sector over and above the regular offering.

This year these figures will also reflect the innovative and adaptive programs offered online or in new ways during COVID-19 lockdowns and times of decreased travel and visitation. We will compare these figures to the 2018 Sector census and our interim COVID impact surveys to understand how the sector is engaging with audiences, and to better support organisations to reach and engage their communities.



| 36. | What challenges does | our organisation | face in engagir | na diaitally? |
|-----|------------------------|-------------------|---------------------|---------------|
| 00. | Willat challenges accs | your organisation | i iacc iii ciigagii | ig digitally. |

| Ma don't have any | ن ممسمها المطم | in anaaaina | المانمناير |
|-------------------|----------------|-------------|------------|
| We don't have any | / challendes i | ın enadalna | alaltaliv |
| | | . 0.0 | |

There is no internet connection onsite

Our volunteers are not confident using technology

We do not have access to the technology for reasons other than funding

Our staff and/or volunteers need training

We need funding to purchase equipment and software

Other (please specify)

37. How does your organisation use social media? (Facebook, Instagram, LinkedIn, Twitter, TikTok)

We don't use social media Engaging our local community

Sharing collection highlights As an alternative to having a website

Promoting exhibitions/events

38. What online presence does your organisation have?

We do not have an online presence Facebook page

Our own website Instagram account

Page/s on a local government website Other social media

Storyplace presence Page on Museums & Galleries of NSW (M&G NSW) website



FEEDBACK

| 39. | Has your organisation engaged with any of the following Museums & Galleries of NSW (M&G NSW) services in the past 4 years? Please select all that apply. | | |
|-----|--|--|--|
| | Applied for and/or received a grant | | |
| | M&G NSW website, social media and/or newsletter (Alert) | | |
| | Hosted/partnered on a touring exhibition | | |
| | Enquiry via telephone or email | | |
| | Storyplace | | |
| | Resources: fact- sheets, downloads, audio and video-streaming, research, and/or reports | | |
| | Consultants register | | |
| | Professional skills development workshop and/or networking event | | |
| | Participated in the Standards Program | | |
| | Participated in the Museum Advisor Program | | |
| | Aboriginal Program participation (including ACHAA membership and/or programs) | | |
| | Nominated for and/or attended the IMAGinE awards | | |
| | Hosted M&G NSW staff or board visit | | |
| | National Exhibition Register/NETS website | | |
| | Received advice or information | | |
| | None of the above | | |
| | Other (please specify) | | |



| 40. Has Museums & Galleries of NSW (M&G NSW) helped your organisation to do any of the following in the last five years? Please select all that apply. | | | | |
|--|--|--|--|--|
| | Develop skills | By providing advice and/or information | | |
| | Make connections | Improve visitor experiences | | |
| | Access funding | Reach new visitors | | |
| | Other (please specify) | None of the above | | |
| | | | | |
| | | | | |
| 41. | How would you rate Museums & Galleries o | f NSW (M&G NSW) services overall? | | |
| | Excellent | Poor | | |
| | Good | N/A | | |
| | Average | | | |
| | | | | |
| 42. | Do you have any comments or further info | rmation you would like to provide? | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |



43. Please confirm your best contact email.*

*Why are we asking?

We ask you to confirm your email in case we have any questions or concerns about your responses to the Census. The Census, which occurs every four years, also allows us to ensure we have the correct email on file for your organisation. If you would like to provide an updated contact person please email comms@mgnsw.org.au.

44. Would you like to hear more about Storyplace and how your organisation can be involved?

| Yes | Not at this time |
|-----|------------------|
| 165 | NOT OF THIS THIS |

45. What is your postcode?*

*Why are we asking?

Any data collected will be anonymised in the final report however, we do analyse responses based on location. By providing your postcode, we can draw conclusions about regional versus metropolitan areas and identify groups of organisations that would benefit from particular services or training opportunities.

Thank you for taking the time to contribute to the Sector Census 2022. We value your participation and insights in this research.

Any data collected will be anonymised in the final report, which we hope to make available later in 2022. If you would like to update the contact for your organisation or have any questions regarding the Census, please contact us: comms@mgnsw.org.au.