



NETS AUSTRALIA REQUEST FOR QUOTE - LAYOUT DESIGNER

Quote due: COB 9 March 2026

NETS AUSTRALIA

NETS Australia (National Exhibition Touring Support) was established as an Australia Council for the Arts initiative in 1988 to increase access to and enjoyment of contemporary art nationally. The NETS Australia membership comprises seven state/territory organisations Artback NT, Art on the Move (WA), Contemporary Art Tasmania, Country Arts SA, Museums & Galleries of NSW, Museums & Galleries Queensland and NETS Victoria.

While each NETS agency has been established under different processes with varying remits, our commonality is our commitment to working in partnership with Australian public exhibiting organisations, including art galleries, contemporary art spaces, First Nations art organisations, museums and craft and design centres to develop and present outstanding exhibitions for tour.

A NEW CHAPTER

The network has recently entered a Delivery Partnership agreement with Creative Australia (managed by Museums & Galleries of NSW) with a focus on:

- Establishing a National Standards for Exhibition Touring
- Consolidation of the network including a new website, shared marketing and promotional activity
- Targeted sector development activity (connected to the National Standards and regionally specific needs)
- Research and development.

THE NATIONAL STANDARDS

The National Standards for Exhibition Touring (the Standards) will form the basis of the NETS Australia work over the next four years. This initiative is critical for the sector and for the network to build confidence, credibility and assert ourselves as a national leader in the protocols, practices and outcomes for exhibition touring across Australia. Olivia Welch has been engaged as the consultant to bring the Standards together.

LAYOUT DESIGNER

We are seeking the services of a detail-oriented Layout Designer to transform text-based Word and Excel documents into editable, responsive, and user-friendly forms/check sheets to be hosted on the NETS Australia website as downloadable documents.

1. Project Overview:

We require layout design services for:

- Project Title:** Resources for National Standards for Exhibition Touring
- Format:** Online and downloadable Resource documents. Resources need to visually align with our existing website's design assets and fully functional and compatible across Mac and PC devices
- Extent:** Approximately 20 documents of varying lengths
- Anticipated Timeline:**
- Design commencement: 16 March 2026
 - Final delivery: 17 April 2026 (open to be negotiated)



2. Scope of Services:

- Choose the best format for documents based on usability (PDFs, Word documents, Excel documents);
- Create responsive formats optimised for desktop and mobile devices;
- Ensure compatibility across Mac and PC operating systems and major browsers;
- Adapt visual language of the existing website;
- Ensure accessibility standards are met (e.g., screen reader compatibility, logical tab order, contrast compliance);
- Work in collaboration with the NETS Australia Consultant, Olivia Welch, and M&G NSW Exhibitions & Programs Manager, Susan Wachter;
- Deliver final files within agreed timelines.

3. Submission requirements:

Please include the following in your quote submission:

1. Company or individual profile
2. Relevant experience, particularly in arts, cultural, government or not-for-profit sectors
3. Portfolio examples (links preferred)
4. Proposed methodology and timeline
5. Fee proposal (including GST) Note: NETS Australia adheres to the NAVA [Code of Practice](#)
6. Hourly rate for additional revisions (if applicable)
7. Confirmation of ABN and professional indemnity insurance (if applicable)

4. Evaluation Criteria:

Quotes will be assessed based on:

- Relevant experience and portfolio quality
- Understanding of the brief
- Demonstrated experience designing editable documents and forms
- Evidence of responsive design principles, cross-platform compatibility (Mac & PC), and accessibility best practices
- Value for money
- Capacity to meet timeline
- Experience working with cultural organisations (desirable)

5. Conditions:

- This RFQ does not constitute a contract or an offer to contract
- NETS Australia/Museums & Galleries of NSW reserves the right not to accept the lowest quote
- All submitted materials will be treated as confidential

6. Contact for Enquiries:

All enquiries regarding this RFQ should be directed to:

- Susan Wachter, Exhibitions & Programs Manager, Museums & Galleries of NSW
- susanw@mgnsn.org.au
- (02) 5663 2340