



## **IACA Consultant & Supplier Register**

### **REGISTRATION INFORMATION**

By completing the Registration Form (page 2 below), you will be registering your professional services and products with the Indigenous Art Centre Alliance (IACA) - the peak industry body for community-based Indigenous art centres across Far North Queensland.

Consultants must ask two Referees to complete the Referee Report (available on the IACA website). The Register can be accessed by IACA Members, and whilst registration is not restricted to Queensland-based Consultants and Suppliers, they may be preferred. The register is used by IACA members working in remote-area, community-based Indigenous art centres in Far North Queensland, and may be regularly accessed prior to funding deadlines. Your inclusion will mean your business is promoted to the sector via the online Consultants & Suppliers Register which is currently located on the Members password-protected page (or, in the case of those without internet access, via enquiries to the Indigenous Art Centre Alliance).

Inclusion on the Register is free of charge.

#### **A brief description of your business**

Please attach a brief description of your business to your registration form. This brief description should be no more than 150 words and should provide a concise description of your expertise and/or project experience (if you are a Consultant) or your products (if you are a Supplier). If you have had experience working directly with any Indigenous art centre, please provide a list.

#### **To join IACA's Consultants & Suppliers Register, please follow these steps:**

- 1: Complete the Registration Form
- 2: Provide a brief description of your business (see page 1, above)
- 3: Sign the Disclaimer (page 2)
- 4: Indicate your Key Professional Skills (Consultants) or Key Supplies/Products (Suppliers) from the list supplied (page 3)
- 5: Attach a copy of your Resume/CV (Consultants) or Promotional Material (Suppliers)
- 6: Ask two Referees to complete the Referee Report on your behalf (this applies to Consultants only)
- 7: scan and email to: [manager@iaca.com.au](mailto:manager@iaca.com.au) or post to the address below.

Registration forms are to be addressed to the IACA Manager:

via email to – [manager@iaca.com.au](mailto:manager@iaca.com.au)

via post to – Indigenous Art Centre Alliance Inc.  
C/- The Cairns Institute, James Cook University  
PO Box 6811  
Cairns QLD 4870



**REGISTRATION FORM**

I am registering as a:  Consultant  
 Supplier

Mr / Mrs / Ms / Miss / Dr : .....  
Name: .....  
Position: .....  
Name of Business: .....  
Address: .....  
Town: ..... State: ..... Postcode: .....  
Telephone: ..... Facsimile: .....  
Mobile: ..... Website: .....  
Email: .....

Approximate rates of pay (per hour):  
 under \$50  
 \$50 - \$100  
 over \$100  
or please specify \$ .....

Rates of pay (per hour) are negotiable:  yes  no  
I am available to work in remote areas of QLD:  yes  no  
I am available to work interstate:  yes  no  
Have you provided a brief description of your business?  yes  no  
Do you have experience working with art centres/organisations/individuals in remote communities?  
 yes  no If so, please provide details:.....  
.....  
.....

Are you of Aboriginal and/or Torres Strait Islander origin? (You can cross more than one box)  
 No  Yes, Aboriginal  Yes, Torres Strait Islander

**DISCLAIMER**

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

Signature: .....

Printed Name: ..... Date: .....



<b>SUPPLIERS:</b>	<b>CONSULTANTS:</b>
<p><b>Key Supplies/Products</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Architectural &amp; building design services</li> <li><input type="checkbox"/> Audio visual equipment &amp; audio guides</li> <li><input type="checkbox"/> Cataloguing software</li> <li><input type="checkbox"/> Cleaning &amp; building maintenance supplies</li> <li><input type="checkbox"/> Computer systems &amp; services</li> <li><input type="checkbox"/> Conservation materials &amp; equipment</li> <li><input type="checkbox"/> Custom technology</li> <li><input type="checkbox"/> Digital imaging services</li> <li><input type="checkbox"/> Display systems &amp; equipment</li> <li><input type="checkbox"/> Educational equipment &amp; supplies</li> <li><input type="checkbox"/> Environmental control equipment</li> <li><input type="checkbox"/> Interactive multimedia equipment</li> <li><input type="checkbox"/> Lighting equipment &amp; services</li> <li><input type="checkbox"/> Merchandise</li> <li><input type="checkbox"/> Office equipment</li> <li><input type="checkbox"/> Packing materials &amp; systems</li> <li><input type="checkbox"/> Photographic services</li> <li><input type="checkbox"/> Publishing services</li> <li><input type="checkbox"/> Reproductions &amp; modelmaking</li> <li><input type="checkbox"/> Security equipment &amp; services</li> <li><input type="checkbox"/> Signage</li> <li><input type="checkbox"/> Storage systems &amp; equipment</li> <li><input type="checkbox"/> Transportation &amp; freight</li> <li><input type="checkbox"/> Travelling exhibitions</li> <li><input type="checkbox"/> Website design &amp; maintenance</li> </ul>	<p><b>Key Professional Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accountant</li> <li><input type="checkbox"/> Artistic development (workshops)</li> <li><input type="checkbox"/> Audience development</li> <li><input type="checkbox"/> Bookkeeper</li> <li><input type="checkbox"/> Collection management</li> <li><input type="checkbox"/> Conservation/management plans</li> <li><input type="checkbox"/> Conservator (artwork restoration)</li> <li><input type="checkbox"/> Critical writing</li> <li><input type="checkbox"/> Database entry/management</li> <li><input type="checkbox"/> Desktop publishing</li> <li><input type="checkbox"/> Digital Stories</li> <li><input type="checkbox"/> Education/writing</li> <li><input type="checkbox"/> Exhibition curator</li> <li><input type="checkbox"/> Exhibition design</li> <li><input type="checkbox"/> Feasibility studies</li> <li><input type="checkbox"/> Film/video production</li> <li><input type="checkbox"/> Financial management</li> <li><input type="checkbox"/> Framer</li> <li><input type="checkbox"/> Governance training</li> <li><input type="checkbox"/> Grant applications</li> <li><input type="checkbox"/> Graphic design</li> <li><input type="checkbox"/> Historical research/writing</li> <li><input type="checkbox"/> Human resource management</li> <li><input type="checkbox"/> Indigenous services</li> <li><input type="checkbox"/> Industry research</li> <li><input type="checkbox"/> Information technology</li> <li><input type="checkbox"/> Legal issues</li> <li><input type="checkbox"/> Marketing/public relations</li> <li><input type="checkbox"/> Mentoring</li> <li><input type="checkbox"/> Multimedia/research</li> <li><input type="checkbox"/> Oral history</li> <li><input type="checkbox"/> Policy writing</li> <li><input type="checkbox"/> Project development/management</li> <li><input type="checkbox"/> Publications/editing</li> <li><input type="checkbox"/> Risk assessment</li> <li><input type="checkbox"/> Significance assessment</li> <li><input type="checkbox"/> Sound/audio production</li> <li><input type="checkbox"/> Sponsorship/fundraising</li> <li><input type="checkbox"/> Strategic/business planning</li> <li><input type="checkbox"/> Tourism</li> <li><input type="checkbox"/> Valuer</li> <li><input type="checkbox"/> Visitor research/evaluation</li> <li><input type="checkbox"/> Visual arts writing</li> <li><input type="checkbox"/> Volunteer training</li> <li><input type="checkbox"/> Website development</li> </ul>

*IACA gratefully acknowledges Museum and Gallery Services Queensland for its permission to adapt their Consultants and Suppliers Registration Forms for IACA purposes.*