

## 5 Tips for Inclusive Organizations

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1. *Know your institutional history. Research it, document it, share it, talk about it. Preferably have an outside scholar write a critical history of your archive.*
  - a. *Understand that while you may be newer to your role, your institution has a history of oppression and harm. You inherited this when you took a job there. It doesn't disappear and it's not forgotten by the victims. It's part of your job to tend to the harm caused and prevent future harm. You cannot say "that was before my time here and I'm not responsible for it."*
2. *Leaders, consider your power. It enters the room before you do and flavors everything that happens next. If you're White, how will you de-center yourself and name the power?*
  - a. *Take a risk and be transparent about your inclusion journey. Own what you know and recognize what you don't. It is critical for your colleagues to understand that you are actively working to shrink your blind spots and build your inclusion skills.*
3. *Equity and Inclusion need a budget line (multiple lines). Something is not a priority if it is not in the budget. No matter your resources you can start somewhere with these investments.*
  - a. *Resource workplace culture. You will need a consultant who can work with your organization on a plan for developing an inclusive, anti-racist organization and to help implement it. Your current staff and trustees should not (and usually cannot) take this on.*
  - b. *Resource a recruiter, in-house or externally. The work of identifying BIPOC candidates, and white allies and accomplices, to bring onto your team takes strategy that will differ from job to job and real time to implement. Your hiring managers and HR professionals will not have the time to do this.*
4. *Pay equity is a foundational equity issue. Ensure that a supervisor does not earn more than 33% more than their lowest paid direct report. Ensure that the highest earner in your organization does not earn more than 5-7 times the wage of the lowest earner. You can work incrementally to narrow the differential between the highest and lowest earners in your organization. And by making this a transparent value for your organization, you will attract candidates who care about economic equity.*
5. *When issues of injustice are highlighted within your museum (either by staff or external voices), acknowledgment of the issue is only the first step. Move beyond acknowledgement to intentionality by articulating a plan to address the issue or create change.*