



*Transforming the museum field through collaboration*

## **Job Board – Statement and Tool Kit**

WMA is committed to furthering diversity, equity, accessibility, and inclusion across the full spectrum of museum work and strongly encourages employers to consider equitable hiring practices prior to posting open positions on its job board.

Your museum's recruitment, hiring, and employment practices are a reflection of your organizational priorities and values. As museums are increasingly becoming more inclusive, it is essential to examine and modify our practices to reflect a commitment to providing equitable opportunities for all.

For organizations committed to combatting bias and building diverse teams, here are some tactical steps\* that experts agree will help you conduct a successful search:

### **Provide Salary Transparency:**

- Listing salaries makes better use of your time and that of applicants by letting people filter for jobs that meet their financial need, and helps reduce discrimination in salary negotiations.
- Refrain from asking for salary history. By perpetuating historical inequities, basing compensation on salary history can contribute to the wage gap that disadvantages women, people of color, and people with disabilities. Instead, base your salary offer on a study of comparable positions and living wages in your area.

### **Communicate Your Organization's Values:**

- Emphasize your organization's commitment – both internally and externally - to diversity, equity, inclusion, and accessibility.

### **Remove Bias:**

- Eliminate industry jargon from your job description.
- Prioritize candidates' skills over credentials.
- Ensure consistent recruitment and interviewing practices for all candidates.

### **Practice Fair Chance Hiring:**

- Consider removing internal policies that treat all criminal convictions as pre-emptive disqualification, which effectively discriminates against minority applicants.

### **Broaden Your Reach:**

- Invest time and resources in getting outside of and expanding beyond your usual networks, sources, and databases.
- Ensure a significant level of diversity in your applicant pool before commencing interviews.

*(\*) Sourced by the American Alliance of Museums Resource Library and Western Museums Association*