

Job Bank Guide & Template

The Job Bank is our region's resource of job opportunities in the arts and culture industry. Therefore, it is necessary for The Greater Philadelphia Cultural Alliance, our members and non-members who utilize this tool to make sure all listings are accessible to everyone in our community. In order to realize our goal of being a catalyst for DEI change in the cultural sector, we must first look to how we welcome people into our organizations and industries. Below are some tips and resources that you can rely on next time you're drafting a job listing:

1. Include a thorough description of the position

Give a detailed understanding of what the position entails so that the candidate can make an informed decision before applying. This may include, among other things:

- classification (full/part time, internship, seasonal)
- company information
- principal duties
- necessary skills
- expectations and goals

If you have a flexible working environment, let applicants know! This could include flexible work hours, opportunities to work from home or even in-office childcare services.

2. Use gender-neutral & inclusive language

Job listings tend to incorporate non-inclusive and gendered language that deters certain groups of qualified applicants from even submitting a resume. When creating a job listing, one must be conscious of the unintended messages that certain words send. You should ask yourself these questions when drafting a job listing:

- Does the language used code strongly masculine or feminine?
- Am I using acronyms or lingo that only industry insiders would understand?
- Am I using people first language? (i.e. person with a disability vs. disabled person)
- Does the language used make it sound like you cannot apply if you don't possess 100% of the listed qualifications or if you belong to a certain group?

You can also run it through the UInclude Editor, an editing application that removes gender biased wording from job descriptions: <http://www.uinclude.com/>

3. In all applicable cases, include an experience equivalency

Including a requirement for a bachelor's degree is fine, but, wherever possible, try to include an equivalent level of experience that may hold similar value during evaluation of a candidate. There are

many talented artists and professionals who lack a formal education and will be turned off from applying to the position despite possessing the ability to do the job.

4. Clearly state a salary range & any other benefits

The Job Bank services people with varying economic needs and this must be taken into account when creating a job listing. The lack of a salary range and reliance on salary history also helps to perpetuate gender and race based discriminatory practices, even if it is completely unintentional. Including a salary range will help the candidate make an informed decision, make the position more appealing to a wider pool of candidates and prevent the proliferation of pay inequality.

5. Clearly state any physical requirements & restrictions

Including any physical tolls the position may have on an applicant is another way of ensuring that the position is accessible for everyone. This could include long hours sitting or standing, lifting objects, walking long distances, etc. This is crucial information for a person with a disability who is considering the position.

6. Express an industry wide commitment to diversity & inclusion

It is always helpful to include a brief statement showing your organization and the cultural sector's commitment to diversity, equity and inclusion. This will show applicants that you are dedicated to ensuring everyone can positively contribute towards your work and the greater community. Here is just one example:

“Company X is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.”

Resources:

<http://gender-decoder.katmatfield.com>

<https://textio.com/products/>

<https://blog.ongig.com/diversity-and-inclusion/eeo-statement-samples>

Template:

Title: Diversity Coordinator

Employee Status: Temporary Employee; Intern

Salary: \$12-\$15/hr

Company Description:

The Greater Philadelphia Cultural Alliance (www.philaculture.org) leads, strengthens and amplifies the voices of more than 450-member organizations who generate over \$4.1 billion in economic impact for the region. Our members, as well as the cultural community as a whole, count on the Alliance for signature research reports on the health and growth of the sector; grantmaking in partnership with the

Pennsylvania Council on the Arts; membership services; marketing and audience development through our signature consumer marketing programs, Phillyfunguide.com and Funsavers; and leadership in policy and community engagement through our advocacy initiatives and STAMP teen program.

Principal Duties:

The DEI Coordinator will be responsible for ensuring that the Alliance is implementing its recently adopted Diversity, Equity and Inclusion Action Plan. This plan outlines the work we intend to do to make the Alliance itself and the cultural community as a whole more diverse, equitable and inclusive.

The plan's scope encompasses four main areas:

- 1) DEI within the Alliance;
- 2) DEI within the cultural sector;
- 3) DEI in our Advocacy efforts; and
- 4) DEI in our Audience Engagement programs.

The DEI Coordinator will work cross-departmentally with various Alliance staff members who are implementing aspects of the DEI Action Plan within their departments. The coordinator's specific responsibilities include:

- Coordinating meetings of our DEI Affinity Group, which provides oversight for our DEI efforts
Curate the DEI section of our website to keep it up to date and comprehensive
- Identify and research culturally specific organizations/organizations of color who could diversify the Phillyfunguide and our membership
- Identify and set up meetings with relevant community leaders who can help us advance our DEI efforts --Coordinate a meeting of relevant stakeholders to help us identify opportunities and challenges in measuring DEI in the cultural sector
- Research diversity training programs locally and nationally
- Research successful workforce-diversity initiatives in other industries
- Develop a toolkit of effective workforce-diversity practices and procedures for use by the Alliance and its members
- Identify potential partners for connecting with more diverse applicants to the Alliance's Job Bank
- Coordinate a convening of elected officials to get their input and ideas on our diversity efforts
Research diversity programs/initiatives offered by other cultural organizations that we can feature on our communications channels

Qualifications:

The DEI Coordinator must have:

- Strong organizational and written and verbal communications skills.
- They must be able to juggle multiple projects simultaneously and work across departments.
- They must be self-motivated and able to work independently.
- Familiarity with MS Office and CRMs/databases is essential. Research experience is helpful.
- A passion for arts and culture and an interest in social justice and human rights are a plus.
- A driver's license or access to public transit to attend meetings
- The ability to sit at a desk for up to 8 hours a day

Education & Experience:

- Currently enrolled in a college/university or recent graduate
- Experience/passion for community engagement, social justice efforts and research are equivalent

Greater Philadelphia Cultural Alliance is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.