

Frontier Culture Museum of Virginia – Agency 239 Diversity, Opportunity, and Inclusion Report 5-1-24

- **As the plan year has just begun, it is difficult to determine outcomes of the objectives, so we will continue to monitor.**

2024 Plan

(We plan to keep plans achievable, relevant, and able to be updated as a “living document”)

Goal I: Continue to recruit staff from a variety of backgrounds, use the Page-Up system to recruit open positions, as well as the “Handshake” site where we might find applicants from diverse backgrounds.

Objective 1:

Continue to plan ways to reach potential applicants from diverse populations.

- a. Continue to connect with college job boards and similar sites to enhance recruiting.
- b. Participate in job fairs or career events as available to reach diverse audiences.

Objective 2:

Ensure the Museum is a welcoming and safe place for diverse applicants to apply and work.

- a. Emphasize the Museum’s pleasant site as a workplace in job advertising materials.
- b. Maintain a welcoming posture and offer reasonable accommodations as needed to individuals with disabilities.

Goal II: Begin a multi-year project to translate some of the Museum’s basic visitor materials into Spanish, and possibly into Braille and beyond, and to continue positioning the Museum as an active part of the local community.

Objective 1:

Follow up to begin work on materials translation for Spanish speakers and those who read Braille.

- a. Locate Spanish language translator and select materials and photographs for initial translation work.
- b. Locate Braille translator and materials, learn how the process works and select materials for translation.

Objective 2:

Continue the Museum’s work within the community to be a welcoming place for people and families of diverse backgrounds.

- a. Continue to present the Museum as a willing and enthusiastic community partner for such events as Juneteenth, Naturalization Ceremonies, internships, and work experiences for those with disabilities, community service workers, museum employee team serving a meal at Valley Mission, and more.
- b. Partner with local schools on events such as “Adventures at the Museum” a series of free family nights, and hosting sporting events such as cross-country meets and other functions
- c. Continue to offer community scholarships via the American Frontier Culture Foundation for summer camp for children from disadvantaged families.

Goal III: Maintain a plan and infrastructure that continues to provide individualized skills training and career development for state employees.

Objective 1:

Continue to amplify opportunities to advance the goals outline in this plan.

- a. Prepare an overview for new supervisors and managers that includes DOI information along with supervisory tips and timelines, use this new document as a basis for supervisor training.

Objective 2:

Continue to create structures and processes of accountability to increase organizational effectiveness.

- a. Use the new supervisors overview to establish uniformity across the Museum departments in managing and rewarding or disciplining employees.

Objective 3:

Continue to improve training and educational workshops available to all employees.

- a. **Offer training and educational workshops for skills training, leadership development and career advancement.**
The Museum offers a variety of workshops for its staff, based on their department and particular job. This might mean sending finance staff to VCA classes or procurement trainings, historic site staff to trainings at other living history sites or folk arts schools, HR staff to DHRM workshops and trainings and similar.
- b. **Develop talent management programs such as mentorships, succession planning, and coaching programs with the assistance of professional organizations and institutions of higher education.**
The Museum did succession planning as a part of the COOP plan required of all agencies, and on a regular basis institutes mentoring relationships among established and newer staff, we have also scheduled onsite training for managers from DHRM and other organizations.
- c. **Ensure training programs are available to all employees, including through multiple modes of facilitation (e.g. classroom, virtual, online, self-paced etc.)**
All employees have required trainings which could be online or in-person, and as mentioned above there are department specific trainings which are generally in-person and hands-on, and employees are eligible to request specialized training related to their position.
- d. **Increase training opportunities.** See above – the Museum offers general, all employee training as well as the opportunity to request specialized training. This request should be initiated by the employee or the supervisor.