

Frontier Culture Museum of Virginia – Agency 239 Diversity, Opportunity, and Inclusion Report 7-1-25

2025 DOI Plan Report

(As instructed, we have kept 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. Participating in job fairs or career events as available to reach diverse audiences.

Update: We have recruited not only on the state website but also on Linked In which has a wide reach and also Handshake which reaches applicants from diverse backgrounds in the collegiate age group.

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 accommodation as needed to individuals with disabilities.

Update: The Museum has continued to promote our site as an attractive and unique workplace to all workers, and we have recently made a major hire in a Director-level position from another state who was attracted to both the agency and the area.

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.

Update: We are holding off on this goal as we are currently constructing a 40,000 square foot new gallery and visitor center. Once the building is complete in Summer of 2027, we will work to expand our language-based orientation materials and possibly add some similar aids to our website.

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.

Update: The Museum has continued to offer a mix of paid and free special events and programs throughout the year, often partnering with community groups. We have established a museum pass "check out" program with a number of local libraries wherein a family who might not be able to afford to visit the Museum can check out a pass and attend for free. (Similar to checking out a book). We have again been able to offer summer camp scholarships to underprivileged kids in Staunton at the eight different weeks of summer camp. We continue to offer internships and work experiences for community service workers, students from the Wilson Workforce and Rehabilitation Center (our local sister agency) and other regional rehabilitation organizations which assist people with disabilities in preparing for and finding work. We have had to plan creatively while construction is underway but are still able to offer a variety of options for everyone in our community.

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.

Update: We have just this week hired a new Director of Interpretation, who will work to update staff training protocols to include DOI considerations. She leads the largest department in the Museum and has previous experience in this area.

Objective 2:

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

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

Update: We have reviewed state personnel procedures with supervisors regarding discipline and rewards for their staff and have recently updated our agency employee handbook to include a new educational assistance policy outlining steps to take when applying for agency assistance for a workshop, class or similar.

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.

Update: During the months of January and February when Museum visitation is lighter, we use the time to schedule trainings and workshops for staff to prepare them for the upcoming year. We have had an employee complete a certification through the University of Virginia to become a certified project manager, and the agency assisted with the tuition, and an employee has recently presented a session at the national American Alliance of Museum's conference for which the agency assisted with travel expenses. The AAM is the largest Museum association in the world and is the accrediting body for all museums (The Frontier Culture Museum is fully accredited).