

# Practical Checklist

---

## Essentials (Foundational Actions)

These are clear and simple steps for organizations that are beginning to work on key diversity, equity, and inclusion (DEI) challenges.

✓ *Check the areas your organization is currently addressing, and plan to revisit the checklist regularly to track progress and identify new priorities.*

### Leadership and Commitment

- ☐ Ensure leadership commitment to diversity and inclusion.
- ☐ Designate a specific anti-harassment person in your organization.
- ☐ Promote success stories to inspire broader inclusion.
- ☐ Foster an organization-wide DEI culture, ensuring all staff engage with cultural competency.

### Language and Accessibility

- ☐ Translate event invitations, policies, and key materials into multiple languages.
- ☐ Use inclusive language in job postings, grant calls, and communications.
- ☐ Create a language-inclusive work environment where non-native speakers feel supported in both their career growth and language-learning journey (for instance, language training).
- ☐ Collect feedback from artists and staff on language challenges and address barriers.

### Inclusive Hiring and Fair Evaluation

- ☐ Recognize international degrees, portfolios, and work experience as equal to local credentials.
- ☐ Implement bias training for hiring committees and ensure fair evaluation of international credentials.
- ☐ Feature migrant artists in exhibitions, public projects, and media campaigns.
- ☐ Promote job postings in diverse networks to reach migrant artists.
- ☐ Offer resources on how foreign qualifications are assessed.
- ☐ Ensure diverse hiring practices with transparent guidelines.

### Workplace Culture and Safety

- ☐ Introduce safer space guidelines to create an inclusive work environment.
- ☐ Encourage open dialogue about discrimination to foster awareness and trust.
- ☐ Conduct an initial assessment of workplace discrimination and DEI challenges.
- ☐ Develop clear guidelines for addressing cultural misunderstandings.

### Data, Feedback and Inclusion Support

- ☐ Begin collecting diversity and inclusion data using anonymous surveys.
- ☐ Establish mentorship programs and workshops on job market navigation, grants, and professional development.
- ☐ Organize networking events to help migrant artists build connections.
- ☐ Ensure equal access to grants, studio spaces, and residencies.
- ☐ Develop partnerships with local cultural organizations to expand access for migrant artists.

# Advanced (Systemic Actions)

For organizations ready to embed DEI more deeply into structures and strategy.

✓ Check the areas your organization is currently addressing, and plan to revisit the checklist regularly to track progress and identify new priorities.

## Leadership and Commitment

- ☐ Develop a formal DEI strategy with clear goals, accountability, and tracking mechanisms.
- ☐ Create pathways for diverse candidates to move into leadership roles.
- ☐ Integrate DEI principles into core organizational values.

## Language and Accessibility

- ☐ Regularly update multilingual materials to maintain accessibility.
- ☐ Ensure funding applications and opportunities remain accessible, including multilingual resources.

## Inclusive Hiring and Fair Evaluation

- ☐ Implement inclusive hiring practices with transparent selection criteria and active outreach to migrant artists.
- ☐ Implement policies preventing bias against foreign qualifications in hiring and funding decisions.
- ☐ Establish clear criteria for assessing foreign qualifications and provide accessible resources.
- ☐ Develop formal guidelines for evaluating foreign education and experience.
- ☐ Collaborate with educational institutions to support credential validation.
- ☐ Regularly assess and improve bias reduction efforts in hiring and promotions.
- ☐ Embed cultural competency in recruitment training permanently.

## Training and Awareness

- ☐ Implement cultural awareness training for leadership and staff.
- ☐ Implement cultural competency training for leadership and staff.
- ☐ Introduce cultural competency in recruitment, language and communication courses, and diversity/inclusion seminars.
- ☐ Offer ongoing cultural awareness workshops once or twice a year to enhance cross-cultural communication.
- ☐ Provide continuous DEI learning opportunities through tailored workshops, shared resources, and role-specific training.

## Organizational Accountability

- ☐ Define key performance indicators (KPIs) for measuring diversity progress.
- ☐ Use demographic data, feedback mechanisms, and structured evaluations to assess progress.
- ☐ Develop long-term systems to track and adjust DEI strategies based on collected data.
- ☐ Establish regular reporting on inclusion efforts.
- ☐ Establish benchmarks and annual reviews for tracking improvements.
- ☐ Maintain continuous monitoring and improvement of DEI efforts.
- ☐ Foster collaboration and knowledge-sharing with other cultural organizations.
- ☐ Establish permanent advisory groups representing migrant artists.
- ☐ Secure long-term funding mechanisms for migrant artists.