



Position Description for Seward House Museum Diversity, Equity, Inclusion, and Accessibility Fellow

Diversity and Inclusion Statement:

The Museum strives to create a workplace of choice, founded on principles of diversity and inclusion, and guided by a commitment to professional excellence. To further this objective, we will strive to:

- Offer a workplace to the best and brightest from all cultures, lifestyles, and experiences - acting on the belief that an inclusive work environment encourages all individuals to attain their greatest potential.
- Bring diversity of thought, experience, and expertise to bear in carrying out our mission to engage a diverse public in connecting the past with the present.
 - We define diversity and inclusion broadly to mean the goal of accepting, respecting, and valuing differences in people within the Museum and the community we serve and operate in. Those differences may include attributes such as age, race, gender, ethnicity, religion, sexual orientation, disabilities, family circumstances, physical appearances, political convictions, or cultural backgrounds. They may also include personal attributes such as general beliefs, hobbies, economic status or anything else that is different.
- Achieve professional excellence by applying the highest competency and standards of performance, and service to the public - considering the achievement of professional excellence is possible only where principles of diversity are consistently applied.

Position Overview:

The Seward House Museum (SHM) fosters curiosity and promotes learning by providing an immersive connection with the past. Located in downtown Auburn, NY, the SHM is an anchor institution and a critical economic driver in the vibrant cultural heritage tourism industry. The Diversity, Equity, Inclusion, and Accessibility (DEIA) Fellow will be a temporary grant-funded position.



The purpose of the fellowship will be to research relevant best practices and advise the staff of the Museum on a DEIA trajectory to be implemented in the organization's next strategic plan. Over a span of 12 weeks, this Fellow will be expected to familiarize themselves with the history, mission, and vision of the Museum, identify DEIA areas for growth based on industry best practices, and compile a written plan of short and long term action regarding DEIA improvements.

The Fellow must have excellent writing, communication, and research skills. The ideal candidate must also have experience working within the DEIA field, be able to communicate effectively with marginalized communities, and work well with Museum staff, volunteers, and community partners. This position can be partially remote, but it is expected that the candidate familiarize themselves with the Museum and greater Auburn communities to complete this project.

Job Responsibilities:

Developing a DEIA Proposal for the Strategic Plan (75%)

- Embed within the SHM organization through the consumption of institutional documents, staff and volunteer interviews, and learning the general history of the Seward family.
- Research and complete a study on DEIA best practices in comparable regional and national museums and read DEIA plans from industry leaders.
- Assess SHM DEIA assets and areas for improvement (physical, programmatic, staff and board diversity, relationship development). The fellow can choose which areas of DEIA they would like to focus on, but a general plan must be created first.
- Construct and present a DEIA strategy report of accessibility analysis and recommendations for the SHM's next strategic plan based on comparable industry plans and ADA standards. The details should be specific to the SHM's situation and greatest DEIA needs.

Relationship Building with Marginalized SHM Stakeholders (25%)

- In total, the Fellow will engage with anywhere from 10 to 15 stakeholders.
- Research marginalized stakeholder groups that invest in improving DEIA needs at comparable museum institutions in the area.
- Identify local marginal groups in the Auburn area relevant to the determined DEIA needs at the SHM.
- Communicate and begin to build partner relationships with leaders of these groups/organizations and include their perspective and suggestions in the SHM DEIA strategy.



Qualifications:

The DEIA Fellow position requires excellent relationship building, written communication, research, and project management skills. They must be able to communicate effectively with diverse groups, departments, partners, and stakeholders. Must be proficient with Microsoft Office.

Experience in DEIA development is highly desirable. Bachelor's degree is preferred, or relevant job experience. A positive, self-motivated, and organized approach to completing projects is essential. The Fellow is expected to work up to 20 hours per week for 12 weeks unless the objectives of the Fellowship are met beforehand. The total salary for this 12-week Fellowship will not exceed \$4,080. This Fellowship is non-recurring.

To Apply:

This position is a temporary, 12-week fellowship with a set grant-funded salary. To apply, please send a cover letter, resume, and 3 references to: operations@sewardhouse.org by August 11, 2023. No phone calls please. EOE/D/V/M/F