

# TACOMA ART MUSEUM

## JOB DESCRIPTION

Position: Director of Diversity and Inclusion (DEIA)  
Reports To: Executive Director  
Position: Full-time, Salary, Exempt  
Pay band: \$95,000 - \$120,000 DOE  
Benefits: Eligible

### Summary of Position

The Director of Diversity and Inclusion (Diversity, Equity, Inclusion, and Access) liaises with programmatic departments regarding DEIA & Human Resource outcomes of Tacoma Art Museum, as TAM strives to ensure an anti-racist workplace and transform our communities by inspiring broader perspectives. As outlined in the 5-year strategic plan, the Director of Diversity and Inclusion (DEIA) will:

- Create a shared understanding of DEIA through racial equity and other DEIA training to educate staff and community partners
- Assess, monitor and work to modify the culture to ensure inclusivity for all staff and community partners
- Engage the broader community in a shared responsibility for DEIA

This position is responsible for developing, implementing, and evaluating a comprehensive DEIA procedures and processes across the whole museum, while bringing the same focus to bear on our output and objectives. They are a key member of the leadership team, an active participant in strategic planning, grant writing, and donor relations who will represent the museum at the national, state, regional, and community levels. The Director of Diversity and Inclusion (DEIA) reports to the Executive Director and works closely with the Board of Trustees, and Museum Leadership to meet the mission and goals of the museum.

### Core Responsibilities

#### Leadership responsibilities

- Key member of TAM's Senior Leadership team responsible for guiding, driving, and implementing the museum's key strategies, and serving as a community liaison for the museum
- Work in concert with the Executive Director, and other members of the Senior Leadership team to execute the DEIA objectives outlined in the strategic plan
- Work with the Program Directors to establish priorities and goals for the Programming team and takes a leading role in the development of the Museum's programmatic mission and vision
- Work with Programming Directors to ensure that they are meeting strategic goals and creating visitor experiences through the lens of DEIA
- Responsible for working with Programming Directors to create, implement, and evaluate new and ongoing projects including institution wide DEIA initiatives both internally and externally

## **DEIA/Anti-Racism**

- Advance the Museum's employee and visitor experience through evaluation, development, and implementation of anti-racist systems, processes and initiatives centered on the integration of TAM's DEIA strategy
- Lead DEIA task-force, implements and evaluates DEIA and anti-racist strategies  
Responsible for the development of internal and external anti-racist training opportunities for Staff, Board, and other institutions
- Ensure successful development and realization of DEIA efforts around increasing engagement and participation in communities as determined by the museum's strategic plan
- Work directly with members of the community to build partnerships with other arts, cultural, educational, and civic organizations to grow and diversify our audiences

*Perform other duties as assigned.*

### **Absolutely Required Skills/ Knowledge/ Ability/ Experience or Education:**

- Proven experience in the creation, implementation, and measurement of DEIA and anti-racist strategies and best practices
- Proven track record in directing and managing staff; ability to work well as part of a highly collaborative team
- Comfortable with public speaking and group facilitation
- High degree of interpersonal skills: personable and diplomatic in working with diverse constituencies; able to effectively manage, motivate, and train staff and volunteers
- Exhibits an awareness and sensitivity to cultural and other differences when working with partner organizations, volunteers, museum staff, Board members, patrons, other stakeholders, and the general public
- High level of written and oral communication skills with the ability to compellingly communicate educational philosophy and information about the museum's education programs
- Flexibility and reliability to multi-task and meet deadlines in a demanding and fast-paced organization; strong ability to prioritize
- Experience and proven success in developing and overseeing budgets for multiple program areas; creating and attaining financial and attendance goals or similar metrics of performance
- Demonstrated commitment to supporting the museum's Diversity, Equity, Inclusion, and Access (DEIA) framework
- Ability to work within and maintain the museum brand values: innovative, passionate, civic-minded, gracious, approachable

### **Desired Skills/ Knowledge/ Ability/ Experience or Education:**

- Experience developing and implementing anti-racist systems, processes and initiatives
- Experience developing and facilitating anti-racist training opportunities
- Familiarity with regional community

### **Travel, Working Conditions, and Physical Environment:**

- Able to be at a workstation and/or a computer screen for the majority of the work day.
- Continuously exchanges information through listening and talking with staff, volunteers and individuals in the community
- Some evenings and weekend work both on and offsite as necessary and be available to address issues as they arise

- Occasionally work outside, potentially subject to adverse weather conditions
- Occasional regional travel

### **To Apply**

- Please email a succinct cover letter and resume to [HR@TacomaArtMuseum.org](mailto:HR@TacomaArtMuseum.org).
- Include “Director of DEIA Initiatives: First Name Last Name” in subject line.
- No phone inquiries, please.

**Resume review will begin immediately. Position is open until filled.**

Tacoma Art Museum is an Equal Opportunity Employer

Tacoma Art Museum strongly encourages applicants from members of groups underrepresented in careers related to museums and the visual arts.

### **About Tacoma Art Museum**

Tacoma Art Museum is a public-spirited institution that champions a dynamic and complex approach to exhibitions. The museum’s passionate staff are driven by the mission of connecting people through art, empowering visitors to create meaning with artworks through innovative interpretive and programming strategies. Named by USA Today as one of the “Top 10 Great Places to See Art in Smaller Cities,” the museum has developed a reputation for presenting art in a thought-provoking yet accessible manner with a strong commitment to Northwest art.

Founded in 1935, TAM has strong roots in the community. Along with five other nearby museums and neighboring University of Washington at Tacoma, TAM anchors Tacoma’s lively downtown core.

### **About Tacoma**

Located in the beautiful Pacific Northwest, Tacoma is known as the City of Destiny, a city that has always marched to the beat of its own drum. Close enough to Seattle to take advantage of everything a major metropolis offers, Tacoma is its own distinctly unique and actively engaged community with a clear love of the arts.

Diverse individuals and families continue to invest in Tacoma for its charming historic neighborhoods, schools, parks, waterfront, and amenities. You’ll find the beaches and forests of Puget Sound ideal to bike, run, hike, and paddle – including the nearby Mount Rainier. In addition to sports, theater and other cultural offerings, Tacoma is home to a growing restaurant and pub scene that’s made national press. The thriving Tacoma Museum District lines the downtown core and showcases some of the nation’s best collections. Tacoma is a great place to call home.