

Recruitment Principles:

- Outreach and recruitment are year round, non-stop. Use every opportunity to talk about your theatre and your commitment to diversity and recruitment, even if a position is not currently available.
- Get a reputation. Be known as an organization that is always looking for and hiring diverse candidates. Let this become a part of your “brand” identity.
- Understand the value of transferable skills. What transferable skills are relevant and valuable when applied to this position? Identify the population that possesses those transferable skills. Then post in areas that are relevant to those populations. For example, you may find highly trained carpenters and welders in local trade schools and junior colleges in cities that have diverse student populations.
- Review job requirements carefully. Clarify what is really needed for the job. Is having a theatre background a requirement for *every position*?
- Be willing to be a training organization. Be willing to hire great candidates and give them room and opportunity to grow. Be clear about what aspects of the job can be taught.
- Be clear about your hiring goals before you post a position. The diversity needs of the organization should be discussed at the beginning of every search process.
- Have strong and clear language in every job announcement that states your commitment to diversity.
- Adopt a practice of posting for every open position. Recognize that when an opening occurs, it’s an opportunity to talk about your organization, what you do, your values, and to hire another dynamic member to your team.
- Review your overall hiring process every year. Check in with each department. Look for gaps or areas that do not support diverse hiring.

Recruitment Strategies:

- Reach out to your peers who are conducting effective recruitment. Ask them for their ideas and to refer strong candidates to your attention.
- Conduct national searches. Don’t just rely on your local resources.
- Establish meaningful and reciprocal relationships with target rich institutions and/or individuals that have access to diverse groups of people.
- If you are in a community with a diverse population, conduct Open Houses so that potential candidates can learn more about your organization and your commitment to diversity and inclusion.

- Use social media for outreach. Tweet about open positions. Post your job announcement on Facebook. Post a video on YouTube. Create a podcast and post to jobsinpod.com.
- In all recruitment efforts, make sure to state and restate your commitment to diversity and inclusion. *Let the word get out* about who you are as an organization.
- Consider strong past candidates. Review resumes of strong candidates from previous searches.

Recruitment Planning:

1. Create a recruitment plan for each search.
2. Clarify recruitment goals. Be clear about any communities that you plan to reach out to with intention.
3. Clarify where you plan to post the position. Don't leave this to chance, have a plan and document it.
4. Identify how long you plan to post the position. Allow enough time so that networks outside of your traditional circle will receive the posting.
5. Create a job announcement.
6. Create an open and diverse interview team.
 - a. Identify the interview process and members of the interview team.
 - b. Make sure the interview team has a sense of when they will be needed for interviews.
 - c. Make sure the interview team is as diverse as possible.
 - d. Create interview questions in advance – not off the cuff.
 - e. Try to have an interactive group process where the sessions are relaxed, comfortable and open for candidates to reveal themselves.
 - f. Use the same interview process for each candidate.
7. Create a timeline and document all the details of your recruitment plan. Share your recruitment plan with members of your search team.

Recruitment Resources:

- Association of Theater in Higher Education (ATHE)
- Center for Non Profit Management
- Council for Urban Professionals (CUP)
- Cultural Affairs departments and programs at universities
- Cultural/gender specific professional associations
- Cultural/gender specific student organizations
- Diversity committees for selected unions
- Diversity recruitment websites (i.e. Diversity Employment Exchange at diversityee.com.)
- Facebook (pages like AAPAC—Asian American Performers Action Coalition)
- Hispanic Association of Colleges and Universities (HACU)
- Historically Black Colleges and Universities (HBCU's)
- Idealist.org
- Jobsinpod.com
- National Association of Latino Arts and Cultures
- Opportunityknocks.com
- TCG Conference 2.0

- TCG's Young Leaders of Color Network
- Theatres of color
- Tribal Colleges and Universities
- Twitter
- YouTube

Language for Job Announcements and Job Descriptions:

Values Statement:

- At Theatre One we believe that diverse ideas, cultures, and traditions reflect the broad diversity of the nation and enrich our insights into the work we present on stage. We are committed to diversity in all areas of our work.

- At Global Theatre our desire for diversity and our efforts towards equity and inclusion are core values. We respect that every member of our team will have a unique perspective and background. We value and respect the many dimensions of diversity and see it as a vital asset to our organization.

Job Qualifications:

- Strong commitment to diversity and inclusion;

- Experience, ability, and commitment to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class and immigrant status.

*For more information, please contact Co-Directors of TCG's Diversity Inclusion Institute:
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