

6-month update:

THEATRE HORIZON ANTIRACISM ACTION PLAN 6-MONTH PROGRESS REPORT

On September 30, 2020, we published an [antiracism action plan](#): a living, breathing document that will be edited and expanded overtime as we continue to learn how the implementation of antiracist initiatives resonate within our organization and community.

Our goal is to ensure ongoing commitment to the evolving conversation surrounding equity, inclusion, and access.

Inspired by “We See You W.A.T” our goal in doing this work is to establish a culture at Theatre Horizon that dismantles the institutionalized centering of whiteness. Over 30 people contributed to the creation of the antiracist action plan. Their names can be found [here](#).

The first timeframe in which we promised to update the public about our actions is 6-months since the plan’s initial publication. The purpose of this progress report is to provide external accountability for where we are in achieving these goals.

If you would like to talk more about this work with us, feel free to email Nell at Nell@TheatreHorizon.org. We will continue to publish updates on this work at the increments of time identified in the plan.

In the name of transparency, the list below details what we said we would accomplish in the first 6-months of the plan, and where we are now. The original action items are listed with information in italics about what has been accomplished:

ACCOUNTABILITY

- Create an anonymous, safe-reporting system for when harm is committed in our space. These reports will have the option of being sent to a third party (not staff and board)
 - *We have created three new reporting systems that include options for anonymity and third party reporting. They also include options for reporting in-person, by writing (in Google form or hard copy), and phone. These options are now listed on our website as well as in our employee handbook, and will be given to every contractor who begins working for Theatre Horizon.*
- Revise sexual harassment and abuse reporting policies to protect anonymity (and include option of going to a third party)
 - *See above*

- Create racial harassment and abuse reporting policy (will also have the option of going to a third party)
 - *We expanded our sexual harassment and abuse reporting policies to include all types of abuse and harm, including antiracist incidents.*
- In addition to an anonymous reporting system, Artistic Director will hold monthly virtual “office hours” in which anyone who wants to discuss anything related to Theatre Horizon (or seek support in terms of fundraising, marketing and producing their own projects) is welcome to show up. Dates and times will be publicly available on our website.
 - *Office hours began in January, 2021 and are the second Monday of every month between 10am-12pm. In addition to these open office hours, Artistic Director has begun biweekly with two artists from smaller companies who wanted fundraising support for their organizations and projects.*
- Devoted time at each Board Meeting to update full Board on whether we are fulfilling our commitments in this document (this is a regular practice moving forward).
 - *Each Board Meeting since the publication of this plan has included time on the agenda to discuss our antiracist efforts and progress. This will continue to be common practice moving forward.*
- Antiracist action plan is read and discussed by full Board and Staff. Through individual meetings, Board and Staff commit to mandatory EDI training and prioritizing these policies in decision-making moving forward.
 - *Each staff and board member has read the plan and continues to participate in the execution of these tasks and the questions surrounding them.*
- Post public updates on our website and social media as we continue to execute these policies and plans at the intervals specified in this plan (6 months, 1 year, 3 years).
 - *This is what you are currently reading. We will publish another progress report at the 1-year mark.*

STAFF CULTURE & HIRING

- Devote time at staff meetings (quarterly) to check in on where we are with antiracist action steps
 - *We have discussed progress on the plan at two staff meetings over the past six months and will continue to check in about it as a group at quarterly intervals*
- Establish department-specific antiracist metrics for staff to meet in their work. Achieving these goals will become part of every staff member’s job description and assessed at annual reviews

- *Annual reviews took place in February 2021 and antiracist goals for each staff position were established*
- When hiring positions, explicitly named an antiracist environment (this will continue to be our practice moving forward)
 - *Since the publication of this plan, we have posted two job descriptions. Both have emphasized the antiracist environment and culture we seek to create.*
- Because systems of higher education substantiate racial inequities, we removed barriers such as education requirements or a certain number of years of experience in postings (this will continue to be our practice moving forward)
 - *In the two job descriptions we have posted since the publication of this plan, we have not listed education requirements or a specific number of years of experience required.*
- When hiring for a staff position, we conducted intentional, individual outreach to BIPOC arts administrators (this will continue to be our practice moving forward)
 - *When hiring a Manager of Institutional Giving & Communications in the Fall of 2020, we reached out to BIPOC arts administrators to encourage them to apply and hired a Latinx candidate. We are continuing to reach out to BIPOC arts administrators for the Producing Director position we are currently hiring.*

TRAINING & EDUCATION

- Create a plan for Executive Leadership training with an EDI specialist to be completed before the start of the 2021-2022 season.
 - *Artistic and Managing Directors have completed (or are in the process of) antiracist/equity, diversity and inclusion training through both Nicole Brewer's Conscientious Theater Training and the EDI series led by Keva White through the Independence Foundation. Members of our antiracist action committee have also interviewed three different potential EDI consultants and made a plan for Board, staff and creative team antiracist training that will begin in September, 2021.*
- Create a plan for how antiracist training (including bystander intervention and de-escalation techniques) will be disseminated to all patron-facing volunteers
 - *A subcommittee of staff and board is creating an antiracist training video for our volunteer ushers that will include definitions and examples of microaggressions and reducing harm in the moment.*
- Executive leadership begins an open group of staff, board and audience

members to meet weekly as they engage with Lalya F. Saad's "Me and White Supremacy" workbook

- *The antiracist action committee decided that a more effective, accountable approach to engaging the staff and board with antiracism and restorative justice concepts would be through training by paid professionals. We are committed to fostering growth on both institutional and individual levels, and determined that the workbook may be an important companion piece to more formal guidance through EDI education, rather than an open group.*

PROGRAMMING PRACTICES & CULTURAL COMPETENCY

- Redefine our partnerships with BIPOC-led arts organizations to ensure these partnerships are mutually beneficial and sustainable. Work with our partners on creating partnership agreements and budgets collaboratively that equalize power and eliminate institutional hierarchy. Offer opportunities to listen and reflect on past partnerships.
 - *No formal partnerships have been formed during the pandemic but we hope to resume past partnerships and begin new ones when our in-person programming for the 21/22 season is decided. We have spoken with several artists from past partnerships to reflect on their experiences with Theatre Horizon and how to make these relationships more mutually beneficial.*
- Research and begin relationship-building with culturally competent dramaturgs with lived experience that coincide with the shows originally in our 2020-2021 production season.
 - *We have worked a Dramaturg position into the production budgets we are creating for in-person, full productions next year. We are continuing to research the most culturally-effective fit for each show as our season continues to grow and change in the wake of the pandemic.*
- In our originally scheduled 2020-2021 season, the majority of shows programmed were by BIPOC artists. We will continue this commitment, pledging that at least 50% of the work on our stage will be written by BIPOC playwrights/creators.
 - *While our 2021-2022 season is still being developed, we will maintain this commitment.*

PROGRAMMING PRACTICES & CULTURAL COMPETENCY

- Refine our grant writing procedure (which includes a voice edit, a vision edit, and a proofread) to include an antiracist edit that removes any language that upholds racial hierarchy by tokenizing marginalized groups

- *Our Manager of Institutional Giving & Artistic Director are currently researching best practices for working against white supremacy in grant language and challenging questions from funders that maintain this dynamic. We are currently crafting a document that defines what an “antiracist edit” looks like for Theatre Horizon that will be in practice by the summer of 2021.*
- Institute a practice in which Board Members pledge a percentage of their annual gift to Theatre Horizon to be put in a restricted Antiracist Action Fund
 - *While this will formally go into effect when Board Members make their pledges for the new fiscal year in the Summer of 2021, some have already chosen to contribute to the fund. It currently totals \$6,750. Over the next year, this money will primarily go towards DEI training for staff and board, as well as towards a no-strings attached residency for Black artists that is currently in development.*

GOVERNANCE

- Continue monthly meetings with antiracist action committee to assess if we are fulfilling our commitments outlined in this plan
 - *Monthly meetings have continued.*
- Appoint EDI (Equity, Diversity, Inclusion) Officer on our Board who sits on the Executive Committee and who all Committee Chairs are accountable to to ensure their work is being done in compliance with this document
 - *Amanda Morton has joined Theatre Horizon’s Board of Directors and is serving as our EDI Officer. We have also updated Theatre Horizon’s by-laws to recognize this as a formal, long-term position.*

Note: At the time of the plan’s publication (September 30, 2020), 12% of Theatre Horizon’s Board Members identified as BIPOC. As of this 6-month update (March 30, 2020), 16% of Theatre Horizon’s Board Members identify as BIPOC.