Quick Guide for Organizers

ART + FEMINISM

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The Quick Guide

Art+Feminism is a non-profit organization that directly addresses the inequality of gender, feminism, and the arts on Wikipedia. Through building a global community and hosting edit-a-thons around the world, we strive to close the gaps in content and with editors.

The Organizer's Quick Guide is a point of departure, not the final word. You know your community best. We encourage you to create an event suited to their needs and interests.

If you have more questions after reading through the quick guide, email us directly at info@artandfeminism.org.

Let's get started, shall we?

Welcome to Art+Feminism

Why are we here?

The gender gap on Wikipedia is no secret. In a 2011 survey 2010 UNU-MERIT Survey, the Wikimedia Foundation found that less than 10% of its contributors identify as female; more recent research 2013 Benjamin Mako Hill survey points to 16% globally and 22% in the United States. The data relative to trans and non-binary editors is basically non-existent. That's a big problem. Why? Because stories are likely to be mistold when the people they describe are not involved in their creation. We lose out on real history. That's why we're here: to change it.

Who are you, though?

Art+Feminism is a New York-based non-profit organization led by artists, art historians, activists, Wikipedians, data scientists, educators, curators, librarians, writers, based in cities across the globe.

What is an edit-a-thon?

Edit-a-thons are events where people of all gender identities and expressions learn how to edit Wikipedia. The goal of our activities is to add and improve the available content on gender, feminism, and the arts. There is no set duration, but we suggest at least three hours. In this amount of time, you can lead a training and participants can make a few productive edits. People gather under the banner of Art+Feminism year-round, but the majority of our edit-a-thons take place in March.

Who pays for the edit-a-thons?

During March, we can offer micro-grants of less than $125 USD to reimburse the costs of refreshments, childcare, and the internet for organizers in regions where internet connectivity is a challenge. For large scale events, we recommend that you apply for a Rapid Grant from the Wikimedia Foundation. For 2020, Rapid Grants are available specifically for Art+Feminism during January. You can learn how to apply for the grant here: http://bit.ly/AFRapidGrants2020. Outside of March, we cannot offer funding support. However, many of our organizers also work with institutions that provide funding from their programming budgets to host edit-a-thons.

What should I edit?

To select a compelling focus for your edit-a-thon, think about the issues that are relevant to your community and your available resources. If you're at a school, is there a way you could include the current curriculum in an event? If you are at an art space, could you use the current exhibitions as a point of departure? We find that the majority of new editors prefer to have the organizers suggest topics to work on and have the relevant research materials ready. You can also add to articles created at previous Art+Feminism events: https://en.wikipedia.org/wiki/Wikipedia:Meetup/ArtAndFeminism/Tasks

What We Believe In

This is what we belive in.

Intersectional feminism is a lens that throws all systems producing injustice and inequity into doubt. It pushes our societies to reflect on the ways we can all work to dismantle oppression. Feminism is just another form of white, cis, hetero colonialist supremacy without intersectionality.

Accessibility is everything. We organize with disabled communities in mind and consider how the physical spaces we utilize are inclusive of their specific needs. We do not treat their accessibility as an after-thought, but instead, center it in our work.

Art is for everyone and fundamental to the creation of thriving, open societies.
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We work from a place of wanting to make better, as opposed to working from a position of perfectionism and unyielding perspectives.

We work collaboratively in brave spaces because liberation is a collective, community-centered process.

We understand that open access knowledge liberates and that it is up to us to build the canon of free culture and information about our communities.

We acknowledge the relationship between self-representation and self-determination and seek knowledge created and edited by us and for us.

We know that Black lives matter. We confront anti-blackness - centering the voices of Black academics, curators, activists, writers, parents, etc., within our communities and our work.

We refuse to be complicit in the erasure of trans and gender non-binary people. We

understand that no one language could ever encapsulate the complexity of gender identity. We seek to make our language and approach to discussing gender identity as iterative as possible. We will make mistakes, and we will own them.

Within our community, there are no observers, only participants; and all participants are valuable and vital.

The experiences of women and non-binary people are varied and complex, and we value and honor these different backgrounds.

One of our greatest achievements is a participant attending an Art+Feminism event and learning that their existence on Wikipedia matters.

Signing up to participate means that you share these core beliefs and will uphold the terms of the Brave, Safe Space Agreement included in this kit.

Event Planning Checklist

Get In Touch

Email us at info@artandfeminism.org to let us know that you're organizing an edit-a-thon. We connect you with your regional ambassador, send invitations to free training sessions, community updates, and more. You can also join our Slack channel to communicate with fellow organizers and get quick answers to any questions you might have.

Find a Venue and Confirm a Date

We encourage you to use a free, public space accessible to people with disabilities for your event. This kind of program is a perfect program for libraries, museums, community-led co-working spaces, and universities. Look into local public institutions and ask if they would be interested in partnering with you or adding the Edit-a-thon to their list of programs for the year. We are unable to provide funding to pay for venue costs. For the date and time, consider your audience: schools often choose a weekday like Friday. Edit-a-thons vary in length but keep in mind that the training takes an hour, and you will want to give your participants a couple of hours to make some productive edits.

Learn to Edit

Visit Wikipedia.org to create to an account. If you haven't edited before, visit our Art+Feminism website for materials: https://artandfeminism.org/

Register Your Event on the Dashboard

The Dashboard is a tool that we use to track edits so that we can understand Art+Feminism's contribution to Wikipedia. We made this lovely step by step guide that shows you how to use it: http://bit.ly/AFDashboardHowTo.

Once you've reviewed this guide, create your own program here: http://bit.ly/2021AFDashboard. You'll need your Wikipedia username and password that you just created to sign-in to the Dashboard. During your event, have your participants sign in to the Dashboard. You can create new accounts for participants directly through the Dashboard. It is critical that during your event, you create accounts for the participants.

More than five accounts created at the same IP address trigger anti-spam protection that blocks edits from that IP address. (Editors are free, however, to create accounts before your event.) You can also use it to create a list of articles to edit and assign them to editors.

Submit Your Event Details on Our Website

Submit your event details here: https://artandfeminism.org/events. This is also where you will request funding if you require it. For large events, apply for a Rapid Grant with the Wikimedia Foundation. Learn more about funding opportunites on our website.

If you make a Facebook event, add us as co-hosts.

Find Experienced Editors

If you're hosting for the first time, it can be useful to have an experienced Wikipedian to help facilitate your event. We'd be happy to try to find someone you can work with but, in the case that we can't, we encourage you to be bold and persevere!

Promote Your Event

Use the hashtags #artandfeminism and #noweditingaf to share your stories or your organizing work.
There are many Art+Feminism promotional images and Creative Commons licensed works of art you can use to advertise your event available on Wikimedia Commons:
https://commons.wikimedia.org/wiki/Category:ArtAndFeminism_Promotional_Images.

You can access all our logos in various file types here: http://bit.ly/AFLogos.

Below are our social media accounts.

Twitter: @artandfeminism
Facebook: https://www.facebook.com/artandfeminism/
Instagram: @artandfem

If you have any questions or need additional information, email us at info@artandfeminism.org.

Sample Promotional Language

Feel free to use this sample language to promote your event.

Art+Feminism Wikipedia Edit-a-thon
[venue]
[date]
[note: e.g. bring your laptop, RSVP required,etc.]
#artandfeminism #noweditingaf

Wikipedia's gender trouble is well-documented. In a 2011 survey 2010 UNU-MERIT Survey, the Wikimedia Foundation found that less than 10% of its contributors identify as female; more recent research 2013 Benjamin Mako Hill survey points to 16% globally and 22% in the US. The data relative to trans and non-binary editors is basically non-existent. That's a big problem. While the reasons for the gender gap are up for debate, the practical effect of this disparity is not: gaps in participation create gaps in content.

Let's change that. Join us at [location], [address], on [date] from [start time] to [end time] for an all-day communal updating of Wikipedia entries on subjects related to gender, feminism, and the arts. We will provide tutorials for the beginner Wikipedian, reference materials, childcare, refreshments, and free internet access. Bring your laptop, power cord, and ideas for entries that need updating or creation. For the editing-averse, we urge you to stop by to show your support.

Childcare requires advanced RSVP; please contact us at [email] and let us know the first names and number of children requiring care, their ages, and what time you plan on attending. We invite people of all gender identities and expressions to participate.

Please create a Wikipedia account before the event: here: https://en.wikipedia.org/w/index.php?title=Special:CreateAccount&returnto=Main+Page

Sample Pitch Email

Being written about by local news sources is a great way to attract the attention of potential participants. Here's a little email we've put together as a template to help you in reaching out to writers.

Dear [name],

I hope this email finds you well!

My name is [name], and I am organizing an Art+Feminism Edit-a-thon at [where] on [when]. Art+Feminism is an international campaign to improve the content on gender, feminism, and the arts on Wikipedia. A response to the well-known gender gap on Wikipedia, events have taken place at institutions such as The Museum of Modern Art, New York; Tate, London; Yale University, New Haven; McGill University, Montreal; Archives Nationales, Paris; and many more.

I appreciate the writing you've done about [give specific example], and I think this project is a good fit for your publication. I'd be delighted to talk more about it at your convenience.

Thanks for your time and all best wishes,
[name and contact info]

Sample Handout for Participants

To download the sample one page handout, visit http://bit.ly/AFHandout.

Brave, Safe Space Agreement

Here at Art+Feminism, we strive to provide a harassment-free event experience for everyone, regardless of race, gender, gender identity, and expression, sexual orientation, disability, physical appearance, body size, age, religion, marital status, or any other vector of identity. Any and all organizers and partners who sign-on to work with our campaign have to share in our commitment to creating brave spaces for all. That means that Art+Feminism edit-a-thons are spaces where we agree to work together to break down our implicit and explicit biases not only on Wikipedia but also in our interactions with one another and our fellow editors. It also means we agree to hold ourselves and others accountable for the ways we either contribute or subtract from safe and brave spaces. We point out harm when we see it, and we work within the community to speak up when/if we see event attendees experiencing microaggressions, unfair and/or biased treatment, and inequitable exclusion.

What follows is our full policy, which we encourage you to print out and circulate at your event. This text also lives on our Wikipedia Meet Up page:
https://en.wikipedia.org/wiki/Wikipedia:Meetup/ArtandFeminism/Safespacepolicy

Reporting Incidents

Off and online harassment are problems that affect Wikipedia's environment, preventing marginalized communities from continuing to edit on the platform.

If you need to report an incident of harassment, please first contact the organizer of your local event, to see if the issue can be resolved locally. If you need to report the incident to us, seek advice or an investigation, or find other legal or educational resources about how to respond or report an issue of harassment within or outside the Wikimedia community, please contact us directly at safety@artandfeminism.org to report the incident.

In fall 2019, Art+Feminism established a committee devoted to developing educational resources to help prevent, manage and report incidents harassment, in person, and on Wiki. The working group's mission is to provide advice to those experiencing harassment and to help them navigate the existing protocols and reporting instances.