

Deaf Artist Residency Coordinator

Support Deaf artists through this key role facilitating the Deaf Artists Residency at the Anderson Center. Serve as a liaison between Deaf artists and hearing Anderson Center staff and help shape the future of the only artist residency program in the United States devoted exclusively to Deaf artists. This is a six-month contracted role that will begin in January 2026 and end in June 2026.

PROGRAM OVERVIEW

The Deaf Artists Residency Program supports Deaf, DeafBlind, and hard of hearing artists, providing time and space at Anderson Center at Tower View, an artist community in Red Wing, Minnesota. Anderson Center residents include writers, visual artists, playwrights, performers, media artists, and others whose work doesn't neatly fit into categories.

Artists will live together in a large home with private bedrooms from May 1 – 29, 2026. They are provided with workspace at the Anderson Center campus. Groceries are provided, and a chef cooks dinner for the group five nights per week. The program operates in American Sign Language (ASL) and is led by a Deaf Artists Residency Coordinator.

The program was founded by Cynthia Weitzel, who performed this role for 10 years. Anderson Center is committed to fundraising to support the continuation of the program. The next Deaf Artist Residency Coordinator will play a key role in shaping the future of the Deaf Artists Residency Program.

TASKS

Coordinate the Deaf Artists Residency selection process

- Respond to applicant inquiries through email, social media messaging, videophone, or other means
- Use the online Submittable platform to assign applications to panelists for review and send notifications to applicants
- Schedule and facilitate the panel discussion to select finalists
- Conduct interviews in ASL with finalists and recommend four selected residents to Anderson Center staff (or work with Interpreters to facilitate tactile ASL or ProTactile interviews as needed)

Ensure paperwork gets completed in a timely manner

- Ensure accessibility of written materials, including
 - o translation of residency handbook or other items into ASL as needed
 - o Ensuring image descriptions, video descriptions and/or alt text are used on all social media and web-based posts
- Ensure that W9s, mailing addresses, and payment information are submitted to the Anderson Center accountant for prompt payment
- Communicate with residents and program partners regarding feedback, ensuring it is delivered to the Residency Director
- Keep clear, organized records of costs

Ensure a positive, supportive environment for Deaf Artists Residents during the residency month

- Set the standard for positive group dynamics and a mutually-supportive experience
- Provide clear communication, including setting expectations ahead of the residency month
- Work with Anderson Center Facilities staff to select and install visual alert devices for accessibility and ensure good lighting throughout the building
- Organize travel information and resident arrival. Work with the residency driver regarding airport pick-ups and drop-offs
- Schedule interpreters as needed
- Ensure clear communication with Anderson Center facilities staff to quickly resolve any facilities issues (i.e. lightbulbs that need to be replaced, minor repairs) or other concerns
- Organize any programs with Minnesota-based Deaf groups, organizations, or schools, capstone projects, or other events (with support from Anderson Center staff)

Support communication and marketing work

- Work with Anderson Center Executive Director and Residency Director to review all communications regarding the program, including double-checking for full accessibility
- Respond to posts and questions through the Deaf Artists Residency Program Facebook page and Instagram account
- Compile information and documentation from the program that will support grant reporting and future funding applications
- Work with Anderson Center staff on any press releases and media inquiries

REQUIRED SKILLS AND EXPERIENCE

Excellent communication in American Sign Language and written English

Understanding of Deaf cultures within the United States, including across geographical, racial/ethnic, class differences, and intersecting disabilities

Strong interpersonal skills, including experience working with people from different cultural backgrounds

Ability to work within a set budget

Computer skills, including:

- Ability to communicate through email
- Comfort using word processing and spreadsheets
- Ability to take photos with a cell phone and perform basic edits
- Basic knowledge of Facebook and Instagram
- Ability to run a meeting through Zoom and/or other remote meeting technologies
- Ability to learn new software quickly
- Ability to caption videos, write image descriptions, and descriptive transcripts

Access to a computer, webcam, and cell phone that can take photos and send and receive text messages. Access to videoconferencing platforms such as videophone, FaceTime, Zoom, etc. Access to consistent internet and a signal strong enough to conduct online video meetings while working remotely (this will be provided to the contractor when working on-site).

DESIRED SKILLS AND EXPERIENCE

Project management experience

Familiarity with the creative process, ideally as a practicing artist in any medium

Lived experience as a Deaf, DeafBlind, and/or hard of hearing person

PROJECT TIMELINE

January 2026

- Orientation meetings with Anderson Center staff
 - o Program history/overview

- Panel process
- Coordinator Role
- Run residency selection process with five panelists

February 2026

- Conduct interviews in ASL over video meeting software with finalists
- Send out notifications to all applicants via Submittable

March 2026

- Planning, coordinating travel, communicating with incoming residents and AC staff
- Ensure accommodations for accessibility, including planning for mobility-based needs, Pro-tactile interpreters, dietary accommodations, or other needs
- Begin planning any community outreach/activities with Minnesota-based Deaf groups and any capstone event
- Ensure all agreements are signed and filed with AC staff
- Ensure headshots and bios for all residents are delivered to AC staff
- Review press release and work on social media announcements

April 2026

- Continue planning, coordinating travel, communicating with incoming residents and AC staff
- Follow-up with any press requests, continue managing social media platforms
- Coordinate with AC staff regarding residency agreements, travel stipends, resident dietary restrictions and accessibility needs, and honoraria
- Arrive in Red Wing during the second half of the month to prepare and continue coordinating

May 2026

- May 1 – Residency arrival day
 - Lead orientation, facilitate settling in, participate in welcome dinner
- Throughout the month: serve as a liaison between residents and Anderson Center staff
 - Communicate any repair requests to AC facilities staff
 - Ensure grocery lists are provided to Chef
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- May 29 – Residents depart
- May 31 – final day that housing at the AC is available to coordinator

June 2026

- Compile resident feedback and recommendations for the next DAR cohort for AC staff
- Final social media posts and communications
- Compile artist work samples for future grant requests

This is a six-month contracted role that will begin in January 2026 and end in June of 2026. The future of this role beyond June 2026 is dependent on available funding.

This position is estimated to be approximately 500 hours of work during that time. The preferred candidate will be asked for references, and the contract will be contingent on passing a background check.

COMPENSATION:

- \$18,000-20,000 depending on qualifications
- Housing provided at the Anderson Center from mid-April (exact date negotiable) through the end of May
- Meals and food provided during the residency program (May 1 – May 29)
- This is a contracted (non-employee) role with no additional benefits or compensation

To apply, please submit your application through Submittable by November 30:

<https://theandersoncenter.submittable.com/submit/c993fb59-52b2-46c7-a22b-9b7ca5aa4561/view>