

## SCBWI Nebraska Position Description: Illustrator Coordinator

SCBWI's mission is to support the creation and availability of quality children's books in every region of the world. Toward that end, the IC assists the Regional Advisor with regional events and planning, with a particular focus on programs for illustrators. The IC organizes and runs an annual illustrators' intensive and a portfolio review day, communicates art-focused opportunities with illustrators, oversees the regional newsletter volunteer and newsletter production, and sends out emails to the membership when RA cannot or when it is more appropriate for the IC to do so (based on message content).

The Illustrator Coordinator will:

- assist the RA in holding regional events that provide content and opportunities for illustrator members
- assist the RA in welcoming new illustrator members
- encourage growth in the illustrator membership
- maintain and regularly check the [nebraska-ic@scbwi.org](mailto:nebraska-ic@scbwi.org) email account
- meet with the RA once a month to review the state of the region and plan for upcoming events
- work with the RA to select volunteers for other positions within the region
- attend monthly Illustrator Critique Group meetings
- serve on the Equity and Inclusion Team
- serve on the Advisory Board and attend monthly meetings
- oversee bimonthly newsletter production, assisting with layout as needed

The Illustrator Coordinator will need to have been an SCBWI member for at least one year and have some experience working in illustration. The IC must be able to work closely with the RA and other volunteers and also work independently. The IC is encouraged to bring his/her/their voice to the position in keeping with the values and goals of SCBWI and SCBWI Nebraska.

Time Expectations: determined by the Coordinator and as defined by events and the needs of the region and members. Past ICs typically put in 2-3 hours per week, with increases up to 6-7 hours for weeks with events. We ask that you agree to stay in this position for at least one year, barring large, unexpected life events.

Compensation: There aren't any paid positions on the Leadership Team (including the RAs), but you will receive a free membership for as long as you hold this position. Through their work, members of our Leadership Team gain access to professionals in the industry. Plus we are a fun, spirited group who enjoy helping others and growing in the process.

By signing the SCBWI Volunteer Agreement (sent via DocuSign), you agree to the terms of this position description for the duration of your term in this position.