



28 West 27th Street, NYC 10001 tel 212.481.0295 fax 866.708.8994

## INTERNSHIP APPLICATION

The Center for Book Arts is a non-profit arts organization dedicated to the preservation of the traditional practices of bookmaking, as well as contemporary interpretations of the book as an art object. The Center seeks to facilitate communication between the book arts community and the larger spheres of contemporary art and literature through exhibitions, classes, public programming, literary presentations, opportunities for artists and writers, publications, and collecting. Founded in 1974, it was the first organization of its kind in the nation. More than 200 artists a year use our fully equipped printshop and bindery to create new works which reflect centuries of craft tradition. Each year, The Center offers over 120 courses, workshops, and seminars, as well as providing services to artists that include a lecture series, publications, an internship program, and a schedule of emerging artist exhibitions.

The Center's Internship Program is designed to provide a comprehensive overview of non-profit management and/or training in book arts techniques. The Internship is an unpaid position, though it may be used for school credit. The length of the internship varies, depending on the student's needs and requirements, as well as The Center's schedule of activities.

Interns have the opportunity to concentrate in limited areas, or combinations of the following departments:

**Administration-** Interns may develop their business and management abilities as they assist in the day-to-day operation of the organization.

**Development-** Interns may assist in researching grants, drafting proposals, as well as developing membership drives and coordinating special fundraising events.

**Education Programs-** Interns may assist in the coordination of all education programs, including the development of the course schedule and lectures, as well as special outreach programs for the New York City area school children.

**Exhibition Programs-** Interns may assist in all aspects of exhibition development and coordination of programs in The Center's Book Arts Gallery, and oversee the maintenance of The Center's Artist Slide Registry. Interns will work directly with artists and compile artist loan agreements and consignment forms, as well as assist in installation, gallery maintenance, cataloguing, art sales and de-installation.

# THE CENTER FOR BOOK ARTS

28 West 27th Street, NYC 10001 tel 212.481.0295 fax 866.708.8994

**Library/Collections-** Interns may be involved in cataloguing The Center's art collections and resource library, which consists of out-of-print periodicals, books, limited edition artists' books, and technical books on the subjects of bookmaking and printing.

**Public Relations and Marketing-** Interns may assist in the research of the potential markets for advancement of The Center and develop marketing plans for recommendation to the Executive Director. Interns will also update media lists, and assist in the drafting of press releases and public service announcements for The Center's programs and projects.

## **Internship in Book Arts Techniques**

We offer a limited number of summer internships in hands-on book arts techniques every year. Primarily aimed at undergraduate students, summer interns can acquire practical skills in the book arts by working on The Center's book projects and participating in The Center's education program, helping to maintain the studios, produce editions, and help install our summer exhibitions. Interns will also assist in the day-to-day operation of The Center as needed.

**Qualifications:** Experience and/or study of studio art, organization and management, or public relations and an interest in the art of the book. *Applicants should be able to commit at least three full days a week to the internship. Individuals who cannot work this minimum number of hours are encouraged to apply as a volunteer rather than an intern. Please contact The Center for an application.*

**Application Procedure:** Applicants should forward a letter of interest, and a resume with references to [outreach@centerforbookarts.org](mailto:outreach@centerforbookarts.org). For more information call 212.481.0295 or email [outreach@centerforbookarts.org](mailto:outreach@centerforbookarts.org).

# THE CENTER FOR BOOK ARTS

28 West 27th Street, NYC 10001 tel 212.481.0295 fax 866.708.8994

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

School (if applicable): \_\_\_\_\_

Area of Study: \_\_\_\_\_

Career Objective:

Please indicate your primary areas of interest:

Administration \_\_\_\_\_

Library/Collections \_\_\_\_\_

Development \_\_\_\_\_

Special Events \_\_\_\_\_

Education/Outreach \_\_\_\_\_

Publications \_\_\_\_\_

Exhibitions \_\_\_\_\_

Marketing \_\_\_\_\_

Graphic Design \_\_\_\_\_

How many days each week are you available to work? Please circle the days and indicate the hours:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

Please list skills below, such as computer proficiency, specific programs or platforms etc.

# THE CENTER FOR BOOK ARTS

28 West 27th Street, NYC 10001 tel 212.481.0295 fax 866.708.8994

Please list areas of interest in the Book Arts:

Have you taken classes at The Center for Book Arts? (Please List)

How did you find out about The Center for Book Arts?

**Please attach a resume and a letter of interest, along with the names, numbers and email addresses of three references. For more information call (212) 481-0295.**

**Email completed application to [outreach@centerforbookarts.org](mailto:outreach@centerforbookarts.org)**

**The Center for Book Arts**

Internship Program  
28 West 27<sup>th</sup> Street, 3<sup>rd</sup> floor  
New York, NY 10001