



Volunteer Membership Information

The Center for Book Arts' Volunteer Membership Program provides students and artists the opportunity to become a Member at the Center in exchange for time spent volunteering. A limited number of temporary and semi-permanent positions are available on a rolling basis depending on the Center's program cycles.

Limited to two years, this form of membership is sustained while the volunteer continually completes his or her tasks in office administration, gallery reception, archive management, and/or general building maintenance. Tasks for all volunteers may include clerical duties (e.g. answering the phone, stuffing envelopes, filing, data entry), running errands (e.g. post office, hardware store, buying reception supplies), cleaning, and assisting with artist talks or other events. Applicants with special skills or experience may work on relevant projects.

Excluding working during special events, most work is performed only during our regular hours of operation: Monday-Friday 10am-6pm, Saturday 10am-5pm. In general, a minimum commitment of one full day per week is requested. Volunteer Members receive the same benefits of membership as our other levels including, but not limited to, discounts on Center courses, workshops, or studio rental time; discounts to Center events; invitations to Members Only events; etc.

Volunteer Membership functions as any other form of Membership. If the Volunteer Member drops off from their duties, no longer showing up to complete his or her tasks, the Center will send along information for the Member to renew their Membership as a paying member.

To apply, complete the attached application

The Center for Book Arts
Volunteer Membership Program

28 W.27th St. 3rd Floor

New York, NY 10001

Or outreach@centerforbookarts.org



Volunteer Membership Application

Name _____

Address _____

City, State, Zip _____

Phone: _____ Email: _____

1. Briefly describe your reasons for applying to the work/study program:

2. Indicate which of the following skills you have:

- | | |
|---|--|
| <input type="checkbox"/> Computers (please list/describe) | <input type="checkbox"/> Publicity/Marketing |
| <input type="checkbox"/> Writing/Editing | <input type="checkbox"/> Web Design |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Exhibition Preparation | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Other (please describe) | |

3. Indicate primary areas of interest, if any:

- | | |
|---|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Publicity/Marketing |
| <input type="checkbox"/> Development | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Exhibitions | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Library/Collections |

4. How many days each week are you available to work?

5. Please indicate which days and hours you are available to work: CBA Business Hours are Monday- Friday: 10 to 6 pm & Saturdays: 10 to 5 pm

6. Have you taken classes before at the Center for Book Arts? (Please list)

7. How did you find out about the Center for Book Arts?

THE CENTER FOR BOOK ARTS

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

I have read this form and hereby submit this application to The Center for Book Arts Volunteer Membership Program. I understand that I am expected to maintain Membership at the Center through my time spent working on weekly tasks. If I neglect to perform my duties, I understand that 30 days from my last day spent working at the Center, I will no longer receive my Membership benefits.

Signature: _____ Date: _____

Please attach a resume and a letter of interest indicating anything else we should know about you, details regarding your availability and why you are interested in doing work / study at the Center for Book Arts. You may submit your application by mail to the above address, or electronically to outreach@centerforbookarts.org.