



VOLUNTEER PROGRAM

The Center for Book Arts' Volunteer Program provides students, recent graduates, artists, and other interested individuals the opportunity to gain resume-building, hands-on experience in the non-profit arts world while working closely with the Center's friendly, creative staff. A limited number of temporary and semi-permanent positions are available on a rolling basis depending on the Center's program cycles. Volunteers support day-to-day operations in a variety of office departments.

Temporary volunteer work can be completed with scheduled events or special projects of the Center. Semi-permanent volunteers work in office administration, gallery reception, archive management, marketing, or general building maintenance. Tasks 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/or assisting with artist talks or other events. Applicants with special skills or experience, such as graphic design or communications, may arrange for relevant projects.

Excluding working during special events, most work is performed only during our regular hours of operation: Monday-Friday 10am-6pm, Saturday 10am-4pm. In general, a minimum commitment of one full day per week, for 3 months is requested. Other arrangements are made on a case-by-case basis.

After a volunteer has completed a trial period, he/she may enjoy the perk of enrolling in a class tuition-free at the Center, space permitting. This means the volunteer may take a class that is scheduled to run but is not full. Please note, placement in any particular class is not guaranteed – only a payment of the full tuition will hold a place in the class. Volunteers are responsible for any materials fees.

To apply, complete the attached application (also found on our website at <http://centerforbookarts.org/opportunities/internships-volunteer/>) and return to:

The Center for Book Arts

Work / Study Program

28 W.27th St. 3rd Floor

New York, NY10001

or

outreach@centerforbookarts.org

VOLUNTEER APPLICATION FORM

NAME
ADDRESS
CITY, STATE, ZIP
PHONE
EMAIL

1. Briefly describe your reasons for applying to the Volunteer Program:
2. Indicate which of the following skills you have:
 Computers (please list/describe) Publicity/Marketing
 Writing/Editing Web Design Graphic Design Photography
 Exhibition Preparation Carpentry Other (please describe)
3. Indicate primary areas of interest, if any:
 Administration Publicity/Marketing Development
 Special Events Exhibitions Library/Collections
 Graphic Design Publications
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, 10am-6pm and Saturdays, 10am-4pm)
Mon. Tues. Wed. Thurs. Fri. Sat.

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

I have read both sides of this form and hereby submit this application to The Center for Book Arts Volunteer Program.

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 the Volunteer Program at the Center for Book Arts. You may submit your application by mail to the above address, or by email to administrator@centerforbookarts.org

*If space permits, volunteers can take classes at the Center