

THE CENTER FOR BOOK ARTS

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www.centerforbookarts.org
28 W. 27th Street
NYC 10001-6906
Tel 212 481 0295

January 2003

Thank you for your interest in The Center for Book Arts **workstudy program**. Please fill out and sign the enclosed application and return it to my attention at your earliest convenience. If you are available on a part- or full-time basis and can commit to a specific period of time (summer or winter break, a semester) *and* you would like to work more specifically on book arts and /or arts administration projects, please contact us for an internship application. There is no application deadline for either program.

Workstudy duties range from basic reception duties, preparing for special events, cleaning up and running errands, office and computer assignments to gallery work, and on-going book arts projects. The Center needs workstudy students with **computer skills**, **office skills**, and **good people skills**. We would also like to pull in people with **printing** or **printmaking skills** to help with letterpress projects and anyone with **construction skills**, including a **strong back** and **warm spirits** (the latter required for all CBA workstudy students!). Those with **photography**, **gallery** and **special events** experience and **book arts skills** are also encouraged to apply.

The majority of workstudy students commit to a regular schedule (e.g., at least one day a week for several months) and earn hours towards classes over time. Occasionally, workstudy students are accepted to work “on call” or to work irregular hours on a particular project, but this is not the norm. At the current time we are only accepting applications from those who can commit to at least one full work day a week.

Workstudy students exchange hours worked for workshop tuition or studio rental. We hold one slot open per class for a workstudy student. If the class does not fill completely with paying students, workstudy students on a waiting list are able to register. Sometimes we offer free workshops for workstudy students.

Reliability, courtesy, and a good work ethic are important qualities to bring to this program. Workstudy students are expected to show up on time for shifts and to notify Center staff in advance when not able to make a work shift. Chronic lateness or shift cancellations, and/or unexplained absences can result in termination from this program. Although workstudy positions are unpaid, those accepted gain experience in running a not-for-profit; gain book arts skills by working on Center projects; have the chance to work with a variety of established artists and writers; and have the opportunity to contribute their time and skills to a worthy organization. This past year alone several workstudy students have moved on to prestigious internships, entry-level conservation jobs and graduate programs, in part due to their commitment here.

In 2003, we will be working on upkeep in the printshop, exhibits, creating fabulous displays, and otherwise working on The Center's facilities. Our special events usually take place on Friday nights. We need extra help on those evenings fairly regularly.

Please call or email rgolden@centerforbookarts.org with questions about the application process. After reviewing your application, our office staff will contact you for a short personal interview.

Sincerely,

Rory Golden

**CENTER FOR BOOK ARTS
WORK/STUDY APPLICATION FORM**

NAME _____

ADDRESS _____

PHONE _____

(day) _____ (eve) _____ EMAIL: _____

1. List which class(es) you are interested in taking and their dates. If listing more than one, number in order of preference.

2. List what hours you would be able to work:

CBA Business Hours are Monday- Friday: 10 to 6 pm & Saturdays: 9 to 5 pm
Mon. Tues. Wed. Thur. Fri. Sat.

3. Have you ever done Work/Study at The Center for Book Arts before? If so, for which class(es)?

4. Would you be willing / able to pay for the course(s) if you are not awarded Work/Study?

5. Do you have any of the following skills?

Computers (indicating which programs) _____

PR ___ Editing ___ Bookbinding ___ Letterpress printing ___ Graphic Design ___

Photography ___ Writing ___ Exhibition Preparation ___ Web Design ___ Carpentry ___

Calligraphy ___ Other skills we should know about: _____

I have read both sides of this form and hereby submit this application to The Center for Book Arts Workstudy 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 doing work / study at The Center for Book Arts work/study program. For more information call 212.481.0295

Return to: **The Center for Book Arts Work / Study Program**

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