

WORK/STUDY PROGRAM

The Center for Book Arts' Work/Study Program provides students and artists the opportunity to take courses or rent space in exchange for working at the Center in support of day-to-day operations. A limited number of temporary and semi-permanent positions are available on a rolling basis depending on the Center's program cycles.

Temporary work/study can be completed with scheduled events or special projects of the Center. Semi-permanent work/study volunteers do work in office administration, gallery reception, archive management, and general building maintenance. Tasks for all work/study 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 arrange work/study 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.

Work/study hours accrued can be applied toward Center courses, workshops, or studio rental any time within one year after they were earned. There are no refunds or other compensation given for unredeemed hours. For courses and workshops, work/study hours apply only to tuition; all materials fees must be paid in full before the course begins. At least half the required work hours must be completed before the first class meeting, and the balance of the required hours must be completed within the semester. If a student drops out of a class, s/he will still be expected to work the number of hours required to enroll in that class. If said student has not earned enough hours to trade for the course tuition, they may opt to pay the balance of course tuition due, based on hours attended and hours worked.

PLEASE NOTE: Applying for Work/Study does not guarantee a place in any particular class. Only a payment of the full tuition will hold a place in the class. If a class is full when the Work/Study application is received, the student may indicate other classes of interest and work towards enrolling in them as well. It is not unusual for students to work enough hours for three or four classes in a semester.

To apply, complete the attached application (also found on our website: <http://www.centerforbookarts.org/opportunities/workstudyapp.pdf>) and return to:

The Center for Book Arts
Work / Study Program
28 W.27th St. 3rd Floor
New York, NY10001
or
mjin@centerforbookarts.org

**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: 10 to 4 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
28 W. 27th St. 3rd Floor
New York, NY 10001