

## The Center for Book Arts

<http://www.centerforbookarts.org>  
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28 West 27<sup>th</sup> Street  
New York, NY 10001  
*tel* 212 481-0295  
*fax* 212 481-9853

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Thank you for your interest in our internship program. Enclosed you will find an application form. Please complete and return it to my attention at your earliest convenience, along with your current resume. There is no application deadline.

Before you apply for an internship here, it is important to be clear about whether you wish to apply for our **workstudy program** or an **internship**. The difference depends on the time commitment you can make, as well as your skills and goals.

Interns are those who work full or nearly full time for a specific period of time (for example, one month, summer vacation, or a semester), while workstudy students are those working more limited hours, typically one day a week towards workshop tuition or studio rental. Duties for both positions may overlap. They include preparing for special events, cleaning up and running errands, administrative support, helping with gallery preparation / installation. Interns do these daily tasks along with assigned, ongoing book arts and/or arts administration projects.

Interns receive educational opportunities beyond just taking The Center's workshops. As an intern, you may assist resident artists on their projects (letterpress printing, binding an edition). We have at least three artists in residence over the course of the year. Select interns have the opportunity to work with them on their book projects, including limited edition and unique artist's books. Interns also work together on CBA publications by editioning decorative papers, binding portfolios for our *Center BroadSides* Reading Series, or building boxes covered in decorative paper. All of these projects will give you skills in various areas of the book arts. Interns may also work on letterpress printed poetry broadsides for our poetry reading series, help finish limited edition books in our poetry chapbook series, and printing ephemera such as invitations to special events. Interns also receive studio time for producing their own work.

As most of our interns come in the summer months, at the end of the summer, we typically have a small exhibition in one of our foyer cases to display the work of that year's interns.

Although internships are unpaid, hours worked can be used towards workshops at The Center (please check out our regular course offerings on our website at [www.centerforbookarts.org](http://www.centerforbookarts.org). We sometimes offer a small travel stipend to cover commuting expenses. Those who assist artists on publications usually receive a copy of the finished work as well.

Feel free to email [rgolden@centerforbookarts.org](mailto:rgolden@centerforbookarts.org) with questions about the internship program. After reviewing your application and contacting your references, our staff will contact you to set up a brief phone or, if possible, personal interview.

Sincerely,

Rory Golden  
Executive Director

# The Center for Book Arts INTERN APPLICATION

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

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

SS# \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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 \_\_\_\_\_ Public Relations \_\_\_\_\_

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 \_\_\_\_\_

Desired starting date: \_\_\_\_\_ Finishing date: \_\_\_\_\_

Please list skills below, such as typing (wpm), computer, etc:

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.

Return To:

**The Center for Book Arts**  
Internship Program  
28 West 27<sup>th</sup> Street, 3<sup>rd</sup> floor  
New York, NY 10001