



ICP SCHOOL

TEACHING ASSISTANT VOLUNTEER PROGRAM APPLICATION FORM

Please complete demographic information below:

Full Name:		Date:
Full Address:		Telephone (home & mobile):
Email:		Date of Birth:
Languages Spoken:		
How did you hear about ICP?		
<input type="checkbox"/> Email/Newsletter <input type="checkbox"/> ICP Website <input type="checkbox"/> I am a Full-time Programs Alumna/Alumnus <input type="checkbox"/> I am a Teen Academy Alumna/Alumnus <input type="checkbox"/> Family/Friend <input type="checkbox"/> ICP Alumni/Faculty (name) _____ <input type="checkbox"/> Colleague/Teacher (name) _____		<input type="checkbox"/> News Article/Blog Post <input type="checkbox"/> Program Guide/Catalog <input type="checkbox"/> Search Engine <input type="checkbox"/> Social Media <input type="checkbox"/> Visit to ICP Museum/School <input type="checkbox"/> Other (please specify) _____

Please circle your area(s) of interest:

<input type="checkbox"/> Photo Lab (Darkroom)	<input type="checkbox"/> Digital Media Lab	<input type="checkbox"/> Library
<input type="checkbox"/> Equipment Center	<input type="checkbox"/> Working with Youth	<input type="checkbox"/> Community Outreach

In order to place you in a position that meets your current skill level, please circle the appropriate number that relates to your experience:
(1 – Lowest, or no experience 5 – Highest, or extensive experience)

<u>DIGITAL</u>	<u>DARKROOM</u>	<u>EQUIPMENT</u>
1 2 3 4 5 Mac Familiarity	1 2 3 4 5 Film Processing	1 2 3 4 5 Strobe Lighting
1 2 3 4 5 Mac Troubleshooting	1 2 3 4 5 Chemical Mixing	1 2 3 4 5 Flash
1 2 3 4 5 Adobe Lightroom	1 2 3 4 5 B&W Printing	1 2 3 4 5 Light Meters
1 2 3 4 5 Adobe Photoshop	1 2 3 4 5 Color Printing	1 2 3 4 5 35mm Cameras
1 2 3 4 5 Final Cut Pro	1 2 3 4 5 Alternative Processes	1 2 3 4 5 Medium Format
1 2 3 4 5 Scanning	<u>OFFICE</u>	1 2 3 4 5 Large Format
1 2 3 4 5 Inkjet Printing	1 2 3 4 5 MS Word / Excel	1 2 3 4 5 DSLR Cameras
1 2 3 4 5 Color Management	1 2 3 4 5 Database Knowledge	1 2 3 4 5 Video Equip.
	1 2 3 4 5 Copystand Experience	1 2 3 4 5 Audio Equip.

Education: Schools Attended and Course of Study/Type of Degree (you may also include classes taken at ICP):

Employment History (Company and Position):

Why do you want to be a volunteer at ICP?

Please enter your availability below:

Dates I am available: From: ____/____/____ To: ____/____/____

Day	9am – 2pm	2pm – 6pm	6pm – 10pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

The essential functions of a teaching assistant are the ability to:

- Work 5-hour shifts with minimal breaks.
- Lift up to 25 lbs.
- Provide superior customer service to students, faculty, TAs, and staff.
- Handle phone calls, make reservations, sign students in and out of the facility, lend equipment while maintaining a professional manner.
- Replenish pamphlets, forms, hand-outs, and any other informational supplies, as needed.
- Turn on/turn off equipment; lock/unlock computers.
- Clean and disinfect the counter and telephone.
- Check lab and work areas for cleanliness or other issues and report problems in the proper venue.
- Communicate and work with a wide range of public in an informative and friendly manner.
- Provide service and multi-task while working in a busy, noisy, and space-constrained office environment.
- Exhibit strong interpersonal skills and flexibility.
- While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is free to stand if feasible to perform the job functions from a standing position.
- Adhere to ICP policies and procedures.
- Act as a role model for other TAs.
- Perform duties as workload necessitates.
- Maintain a positive and respectful attitude.
- Communicate regularly with supervisor about department issues.
- Consistently report to work on time prepared to perform duties of position.
- Meet department productivity standards.

Please return this application form, along with a copy of your resumé, to the attention of Lea Boffa, Teaching Assistant Liaison, by email to ApplyTA@icp.edu or by mail to the following address:

**School of the International Center of Photography
Attn: Lea Boffa
1114 Avenue of the Americas
New York, NY 10036**

The International Center of Photography is an Equal Opportunity Employer.