

Teaching Assistant Application Form



Personal Information

Last Name: _____ First Name: _____ MI: _____

Email: _____ Phone: (____) ____ - ____

Street Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____ DOB: ____/____/____

Languages Spoken: _____

How did you hear about ICP's TA program (check all that apply)?

- Email/Newsletter ICP Website Museum Visit ICP Brochure
- Full-Time Programs Alumna/Alumnus Teen Academy Alumna/Alumnus
- Friend/Relative Attended a Class ICP Instructor/Staff Member
- News Article/Blog Post Program Guide/Catalog Search Engine Social Media
- Other (please specify): _____

Area of Interest (check all that apply):

- Photo Lab/Darkroom Library Equipment Center Working with Youth
- Community Outreach Other (*please indicate*): _____

Previous Institution: _____ Grade Point Average: _____

Course of Study/Type of Degree: _____

Credits Completed to Date: _____ Anticipated Graduation Date: ____/____/____



Experience

In order to place you in a position that meets your current skill level, please note on a scale of 1 to 5 that reflects your experience: (1 – Lowest, or no experience 5 – Highest, or extensive experience)

- | | | |
|--|--|--|
| <input type="checkbox"/> Mac Familiarity | <input type="checkbox"/> Film Processing | <input type="checkbox"/> Strobe Lighting |
| <input type="checkbox"/> Mac Troubleshooting | <input type="checkbox"/> Chemical Mixing | <input type="checkbox"/> Flash |
| <input type="checkbox"/> Adobe Lightroom | <input type="checkbox"/> B&W Printing | <input type="checkbox"/> Light Meters |
| <input type="checkbox"/> Adobe Photoshop | <input type="checkbox"/> Color Printing | <input type="checkbox"/> 35mm Cameras |
| <input type="checkbox"/> Final Cut Pro | <input type="checkbox"/> Alternative Processes | <input type="checkbox"/> Medium Format |
| <input type="checkbox"/> Scanning | <input type="checkbox"/> MS Word/Excel | <input type="checkbox"/> Large Format |
| <input type="checkbox"/> Injet Printing | <input type="checkbox"/> Database Knowledge | <input type="checkbox"/> DSLR Cameras |
| <input type="checkbox"/> Color Management | <input type="checkbox"/> Copystand Experience | <input type="checkbox"/> Video Equipment |
| | | <input type="checkbox"/> Audio Equipment |

Education (you may also include classes taken at ICP)

School: _____

Course of Study/Type of Degree: _____

School: _____

Course of Study/Type of Degree: _____

School: _____

Course of Study/Type of Degree: _____

Employment/Volunteer History (start with most recent)

Company: _____ Address: _____

Position/Title: _____ Phone: (____) ____ – ____

Supervisor's Name: _____ Contact for Reference: Yes No

Briefly describe responsibilities: _____



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Briefly describe responsibilities: _____

Why do you want to be a volunteer at ICP?

Availability

Please indicate the dates you're available to volunteer:

Start Date: ____/____/____ End Date: ____/____/____ Hours per week desired: ____

Please indicate your availability each day:

Day	9 AM–2 PM	2–6 PM	6–10 PM
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



Work Requirements

- 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.

Application

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

International Center of Photography
79 Essex Street
New York, NY 10002

The International Center of Photography is committed to Equal Opportunity Employment.