IPRC Volunteer Application

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

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

IPRC Member: Yes / No (Circle one)

**The Independent Publishing Resource Center** (IPRC) facilitates creative expression and identity by providing public access to the resources and tools for the creation of independently published media and art. We are always looking for volunteers whose skills and interests coincide with this mission, whether as a workshop facilitator, center staff, fundraiser, special knowledge volunteer, publicity helper or database entry person. Descriptions for all volunteer positions are available; please ask an open hours staff person to show you the outlines.

Which area(s) are you most interested in helping with or learning? (Circle all that apply and please be as specific as possible)

Staffing open hours

Zine Library cataloging

Creative Suite 6 Interest or Knowledge---InDesign/Photoshop/Illustrator

Fundraising/Helping organize events

General office work (mailings, data entry, phone calls)

General Handy(wo)man knowledge—we are always renovating and improving the workspace!

Promotion (Working on press releases or the bi-montly IPRC Newsletter)

Coordinating workshops, volunteers or membership issues

Graphic Design Interest or Knowledge

Equipment Knowledge—Letterpress studio/ Screenprint studio/ Bindfast Studio

Printer and Copier Knowledge—the IPRC has two oft-used high-tech copiers

IPRC Website maintenance (the IPRC website uses the Wordpress platform)

Social Media Knowledge—the IPRC is on Facebook/Instagram/Tumblr/Pinterest, etc.

Other (please fill in and be as specific as possible)\_\_\_\_\_\_\_\_\_\_\_\_

Notes or Comments:

Please give us any information on your previous experience in your area of interest.

(Have you done similar work before? What was it? Where? For how long?)

What kind of time commitment can you give to volunteering at the IPRC? Short

commitments are just as good as long ones, it just helps us to know what your plans

are. How many weeks or months?

How many hours per week or month would you be willing to commit to? \_\_\_\_\_

hours per week / month (circle one)

What days and times are you available?

Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

Please explain why you want to volunteer at the IPRC? What skills do you hope to

learn or what goals do you wish to work on?

Please provide us with two personal or professional references who can speak to

your abilities.

Name:

Title or relationship to you:

Phone Number:

Email Address:

Name:

Title or relationship to you:

Phone Number:

Email Address:

**Return application to:** IPRC/1001 SE Division St, #2/Portland, OR 97202/503-827-0249

Or email a copy to: **jeff@iprc.org**