

## NEDCC SEEKS ASSOCIATE BOOK OR PAPER CONSERVATOR FOR OUTREACH PROGRAM

### Position Summary

The Northeast Document Conservation Center (NEDCC) is seeking a passionate and mission-driven conservation professional to lead its successful conservation outreach program, which provides free consultations to collections-holding institutions throughout the United States to help them evaluate and prioritize their conservation needs. This well-established, full-time, permanent position plays a critical role in NEDCC's mission of promoting the conservation, preservation, and access to paper-based, film, and audio collections. For more information, please see NEDCC's Enews story: [From Collections Care to Patient Care: A New Chapter Begins...](#)

Responsibilities include conferring by telephone, email, and on site with libraries, archives, and museums to help them assess their conservation needs and priorities; working collaboratively with NEDCC's professional staff to develop solutions and recommendations for the conservation/preservation needs of these same institutions; contributing to NEDCC-wide initiatives which have a broad impact on the field; attending key state, regional, and national conferences to promote conservation/preservation and provide face-to-face advice; and presenting at the same conferences, as appropriate.

This position is ideally based out of NEDCC's facility in Andover, MA, although, as with other positions at NEDCC, there is the possibility of working remotely as part of its established teleworking program. This important position reports directly to the executive director and works closely with the directors of NEDCC's book conservation, paper conservation, imaging, audio preservation, and preservation services programs.

### Qualifications

- graduate degree from a recognized conservation program, or equivalent experience
- minimum 5 years' experience performing paper-based conservation treatments and collections assessments
- excellent problem-solving skills and passion for helping fellow professionals succeed with their conservation and preservation projects/programs
- excellent interpersonal skills and sincere desire to develop new professional relationships
- strong oral and written communication skills
- member of AIC (PA membership is a plus) and committed to the AIC *Code of Ethics* and *Guidelines for Practice*

### About NEDCC

Founded in 1973, NEDCC is the first nonprofit center to specialize in the conservation and reformatting of paper-based materials, and has recently expanded its services to include audio preservation. NEDCC's mission is to improve the preservation efforts of libraries, archives, historical organizations, museums, and other repositories; to provide the highest quality conservation and reformatting services to collections-holding institutions; and to provide leadership in preservation, conservation, and digital reformatting. Its services include book, paper, and photograph conservation; digital reformatting (imaging and audio); assessments and consultations; disaster assistance; and workshops and conferences. NEDCC has treated many of the most significant paper-based collections in the United States. Objects treated include William Bradford's manuscript history of the Plymouth Plantation; Meriwether Lewis and William Clark's journals of the Corps of Discovery Expedition; the original manuscript of the Book of Mormon; Abraham Lincoln's Emancipation Proclamation; Ernest Hemingway's personal letters; Jacqueline Kennedy's White House scrapbooks; and works of art on paper by various

masters, such as Rembrandt and Degas. (See [NEDCC Stories](#) for other projects of note.) NEDCC is located in Andover, MA, twenty-five miles north of Boston. For more information, please visit [www.nedcc.org](http://www.nedcc.org).

### **Application Process**

NEDCC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Salary and benefits are competitive. This position will remain open until filled. To apply, please send a cover letter and resume in a single PDF to Bill Veillette, Executive Director, bveillette <at> nedcc <.> org.