



100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

## **NEDCC SEEKS IMAGING SERVICES TECHNICIAN**

### **Position Summary**

The Northeast Document Conservation Center (NEDCC) is hiring a full-time Imaging Services Technician to join the Imaging Services department. Founded in 1973, NEDCC is a not-for-profit conservation and preservation services center, supporting the collections of its private and institutional clients through book, paper, and photograph conservation, digital reformatting, and preservation assistance. The successful candidate will be joining a team of experienced and productive Collections Photographers, and will benefit from working alongside conservators and specialists dedicated to the treatment and care of the range of objects the Imaging Services department digitizes.

The Imaging Services Technician is a new position, and has been created to provide the department with logistical and administrative support on a day-to-day basis. The need for this position has arisen out of the growth of the department, and from the increasing number of large projects that are not strictly limited to digitization, such as projects involving rehousing and inventorying. By playing a direct role in departmental projects, the Technician will have the opportunity to see and interact with the full range of objects the department digitizes, from nitrate negatives to daguerreotypes to illuminated manuscripts to original architectural drawings. The Technician will also perform general administrative duties to support the department and the Center. And, lastly, as time permits and projects allow, the Technician will be trained in the best practices of cultural heritage digitization, and be given the opportunity to execute digitization projects under the close supervision of Senior and Associate Collections Photographers. This is an entry-level position with opportunity for growth.

### **Responsibilities**

Reporting to the Director of Imaging Services, the Imaging Services Technician will:

- When a project requires, generate inventories and/or basic descriptive metadata (e.g. size, format, etc.) of collections being digitized.
- When a project requires, rehouse collections according to pre-defined housing methodologies, and monitor supply quantities as projects proceed.
- As needed, assist Director with generating project proposals by reviewing collections in-depth, with attention to quantities, formats, sizes, conditions, etc.
- Assist Collections Photographers with the handling of large-format objects during digitization.
- Assist Collections Photographers with digitization workflows when warranted (e.g. un-sleeving and re-sleeving negatives).
- Provide general administrative support to the department, such as ordering supplies and maintaining printers.

- Assist NEDCC's Registrar with incoming and outgoing loans for Imaging Services projects.
- Once trained, digitize cultural heritage collections under the supervision of Senior and Associate Collections Photographers.
- Track project status and submit daily production reports when appropriate.
- Adhere to NEDCC hours of service.
- Perform other duties as assigned.

### **Qualifications**

- Bachelor's degree in a related discipline.
- Some experience in a Library, Archival, or Museum setting.
- Meticulous attention to detail.
- Exceptional problem solving skills.
- Ability to work both independently and collaboratively.
- Ability to follow directions and ask questions.
- Ability to work under deadlines in a production-oriented environment.
- Enthusiasm and creativity.

### **About NEDCC**

Founded in 1973, the Northeast Document Conservation Center is the first nonprofit conservation center to specialize in the conservation and reformatting of paper-based materials. NEDCC's mission is to improve the preservation efforts of libraries, archives, historical organizations, museums, and other repositories; to provide the highest quality services to institutions that lack in-house conservation and reformatting facilities, or those that seek specialized expertise; and to provide leadership in the preservation, conservation, and imaging fields. Its services include book, paper, and photograph conservation; digital reformatting; audio preservation; assessments and consultations; disaster assistance; and workshops and conferences. NEDCC is located in Andover, MA, twenty-five miles north of Boston. For more information, please visit [www.nedcc.org](http://www.nedcc.org).

NEDCC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Only persons with the legal right to work in the United States are eligible. Salary will be commensurate with experience. This position will remain open until filled.

### **Application Process**

To apply, please send a cover letter, resume, and names and contact information for three references as a single PDF to: Terrance D'Ambrosio, Director of Imaging Services, at [tdambrosio@nedcc.org](mailto:tdambrosio@nedcc.org).