

## AUDIO PRESERVATION INTERN

### Background

The Northeast Document Conservation Center (NEDCC) recently expanded its audio preservation service for libraries, archives, and museums. This service builds upon NEDCC's successful implementation of "IRENE," the IMLS-funded optical scanning technology developed by the Lawrence Berkeley National Laboratory and the Library of Congress for digitizing grooved audio carriers. NEDCC has invested in the additional facilities, equipment and staffing to offer reformatting of audio content on magnetic and other obsolete media using more traditional approaches. NEDCC acknowledges the generous support of The Andrew W. Mellon Foundation for underwriting both the audio business planning for, and the implementation of, its full audio preservation service.

### Position Summary

NEDCC is seeking an Audio Preservation Intern for a 1-2-year, full-time, grant-funded position, with an expected start date in May of 2019. Working with our experienced Audio Preservation Engineers, and under the direction of the Manager of Audio Preservation Services, the Intern will gain an understanding of the processes of audio preservation and assist the Audio Preservation Department in fulfilling project orders for digitally reformatting obsolete grooved and magnetic audio formats. NEDCC's audio preservation services fill a much-needed niche of providing 1:1 transfers with 100% quality control, particularly for those highly-valued collections that deserve a specialized (rather than high-throughput) workflow. Because NEDCC is a conservation center, its service places an emphasis on preservation of the carrier as well as its audio contents. In addition to digitization, NEDCC offers collection- and item-level surveys, cleaning, treatment, and rehousing using vetted and transparent (i.e., non-proprietary) approaches. NEDCC rigorously follows best practices for digital audio preservation of degrading media on highly obsolete formats. The Intern will have the opportunity to shadow and learn from our engineers during the digitization process, and will contribute to the digital audio preservation workflow in the following areas:

- identifying legacy carriers and assessing condition;
- verifying/preparing inventory data for materials to be digitized;
- rewinding, cleaning, stabilization and repair of original carriers;
- creating audio access files;
- rehousing original carriers; and
- imaging original carriers, containers, and accompanying documentation.

The Intern will have the opportunity to attend relevant professional conferences and engage in other professional development activities as identified.

### Qualifications

Prior experience is not required, but a strong interest in and passion for preserving legacy audio formats and recorded history, and/or collections care and management, is expected. Applicants should have:

- meticulous attention to detail;
- critical listening skills and/or a discerning ear;
- excellent organizational and time-management skills;
- ability to work under deadlines in a production-oriented environment;
- ability to work both independently and collaboratively;

- creativity and enthusiasm;
- exceptional problem-solving skills;
- undergraduate degree; and
- the legal right to work in the United States.

### **Compensation**

The successful applicant will be paid on an hourly basis at a rate of \$15.38 per hour, working 7.5 hours a day between the hours of 8:30 and 4:30, Monday through Friday. The position is eligible for NEDCC's comprehensive benefits package.

This is a 2-year, grant-funded position. At least a 1-year commitment is expected, with the option to continue for second year, and potential for employment beyond the grant period.

### **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. 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 race, color, religion, sex, sexual orientation, gender identity, national origin, age, 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. This position will remain open until filled. To apply, please send a cover letter and resume in a single PDF to Bryce Roe, Manager of Audio Preservation Services, broe <at> nedcc <.> org.