



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

NEDCC Seeks Preservation Specialist

Position Summary

The Northeast Document Conservation Center (NEDCC) is seeking a Preservation Specialist to support its nationwide training, consulting, and outreach programs, with an emphasis on expanding its services in the western United States.

This full-time position is ideally based in California as part of NEDCC's established teleworking program. Responsibilities include conducting preservation needs assessments for paper-based, audiovisual, and digital collections; writing comprehensive assessment reports; responding to preservation inquiries from cultural heritage organizations such as archives, libraries, and museums; researching, updating, and presenting introductory webinars and workshops on a range of preservation topics; assisting with ongoing grants and special projects; and representing NEDCC at local, regional, and national professional meetings and conferences. All of NEDCC's preservation services have an online or hybrid option that allows work to continue when public health guidelines prevent meeting with clients in-person.

Preservation Specialists are the public face of NEDCC. As a highly collaborative department, all team members contribute to the development of new goals and projects. Our most important characteristics are a passion for cultural heritage collections and an interest in helping others see and understand the value of preservation. We are excellent communicators in person and in writing, are able to step back and see a bigger picture, and are interested in finding creative but practical solutions to difficult problems.

Qualifications

Minimum qualifications for the Preservation Specialist position are:

- a Master's degree in Archives, Library and Information Science, Museum Studies, or similar; with coursework on relevant topics including, but not limited to, preservation, collections management, emergency preparedness and risk assessment, archives administration, appraisal, audiovisual preservation and reformatting, and/or digital preservation;
- solid understanding of general preservation best practices (disaster planning, format identification, care and handling of materials, reformatting and digitization, environmental management, etc.);
- strong analytical, observation, and communication skills;
- experience and comfort with public speaking;
- demonstrated ability to work effectively with individuals from diverse communities and backgrounds;
- flexibility to work both independently and as part of a team; and
- ability and willingness to travel regionally and nationally, up to 25%.

In addition to the above, the following qualifications are desirable but are not required for consideration:

- at least 1 year of experience working with collections-holding institutions;
- experience in audiovisual and/or digital preservation;
- experience with online instruction and in-person instruction;
- consulting experience;
- project management experience;
- bilingual in English and Spanish.

Learn more about [NEDCC's Preservation Services Department](#).

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; online preservation education; and workshops and conferences. NEDCC has consulted with organizations across the country to plan for the long-term preservation of their collections and has worked with a range of institutions to reformat their deteriorating documents, photographs, negatives, and obsolete audio materials. NEDCC has treated many of the most significant paper-based collections in the United States, including William Bradford's manuscript history of the Plymouth Plantation; the original manuscript of the Book of Mormon; Abraham Lincoln's Emancipation Proclamation; 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.

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, disability status, protected veteran status, or any other characteristic protected by law.

Salary and benefits are competitive. Review of applications will begin in early January 2021, and the position will remain open until filled. To apply, please send cover letter and resume in a single PDF to Ann Marie Willer, Director of Preservation Services, amwiller@nedcc.org.