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PAPER CONSERVATOR

Position Summary

The Northeast Document Conservation Center (NEDCC) seeks a highly motivated professional for the open Paper Conservation position. The individual will join the staff of the [Paper and Photograph Conservation Department](#). The opening is a full-time position located in Andover, Massachusetts. Founded in 1973, NEDCC is a non-profit conservation and preservation services center supporting the collections of its private and institutional clients.

The Paper Conservator will be joining a team of [paper and photograph conservators and technicians](#). Their responsibilities will focus on treating a wide range of paper based artifacts from contemporary fine art drawings and prints to archival materials, oversize and 3D paper objects. The goal is to increase the department's capacity to meet client objectives, as well as, diversifying our technical and practical skills including strengthening NEDCC's Asian paintings capabilities. If selected for an interview, the applicant is expected to present a portfolio of completed projects during the interview process. A presentation before the senior management staff will be required.

Responsibilities

Reporting to the Director of Paper and Photograph Conservation, the Paper Conservator will:

- Conduct conservation treatments on paper based works adhering to the Code of Ethics and Guidelines for Practice of the American Institute for Conservation.
- Perform treatments conforming to the collections holding institution's expectations.
- Evaluate objects, prepare and draft condition reports, and develop treatment plans.
- Collaborate with NEDCC's Conservators, Framing Specialists, Registrar, and Imaging Specialists to meet the center's fiscal and strategic goals.
- Perform all duties as assigned in support of NEDCC's conservation activities and to further NEDCC's mission to educate reaching out to our constituents via webinars and consultations as needed.

Qualifications

A master's degree from a recognized [conservation program](#) or the [minimum](#) equivalent of 3 years of experience performing hands on conservation treatment is required. Good organizational and verbal skills and an ability to work in a group environment are essential.

Essential skills must include

- Well-developed precision hand-skills

- Excellent eye for color rendering
- Excellent communication skills
- Ability to treat fragile, oversized, and historically valuable objects
- Ability to work efficiently while maintaining conservation standards
- Ability to work in a group environment
- Ability to meet deadlines and assist in coordinating group projects
- Ability to think critically and creatively about conservation treatments

The **minimum** salary for this position is \$53,000. NEDCC offers competitive salaries commensurate with education, experience, and skill. A comprehensive benefits and retirement package is included.

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. **Only persons with the legal right to work in the United States are eligible to apply.** This position will remain open until it is filled.

Application Process

To apply, please send a cover letter, resume, and the names and contact information for three references as a single PDF to: Michael Lee, Director of Paper and Photograph Conservation, at mlee <at> nedcc <.> org.

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