



NORTHEAST DOCUMENT CONSERVATION CENTER

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NEDCC IS HIRING NEW COLLECTIONS PHOTOGRAPHERS

Summary

Founded in 1973, NEDCC is a not-for-profit based in Andover, MA that offers the best available conservation, digitization, consulting, and training services to collection holding institutions throughout the United States. After 35 years, NEDCC has just moved into a new facility that was purpose-designed to enhance and adapt these services to better meet the evolving needs of its clients. With this move the Imaging Services department has expanded its studio, added new and upgraded equipment, and is ready to hire two new Collections Photographers to support the department's continued growth.

The successful candidates will be joining a team of eight Collections Photographers with diverse academic and employment backgrounds, including studio photography, imaging science, and collection management. This multidisciplinary environment, as well as the department's commitment to collegiality and mutual support, will provide the new Collections Photographers the opportunity to both develop their existing skillsets and to explore new areas of interest, all while working productively to improve the accessibility and long-term preservation of client collections.

Position Overview

The Collections Photographers will be responsible for digitizing the extensive and diverse collections held by NEDCC's institutional and private clients. These include virtually all photographic media (including nitrate, acetate, and glass-plate negatives and photographic prints); bound and unbound manuscripts; rare books and illuminated manuscripts; scrapbooks and photograph albums; and oversize objects like maps and design drawings. The collections range widely in scale, from a single photograph to a collection of 50,000 negatives, though the department has particular strength in digitizing large collections with complex needs and/or rigorous technical requirements. When completing these projects, much of the Collections Photographer's work is independent and self-directed but often requires collaboration within the Imaging Services department and with the Center's conservation labs.

The Imaging Services department uses PhaseOne camera systems; copy stands and format-specific imaging platforms; Broncolor strobes; Eizo displays; Epson inkjet printers; and a color managed workflow. Capture One CH is the department's primary production software, but other tools are used as needed for in-depth post-production and complex file management.

Responsibilities

Reporting to the Director of Imaging Services, the Collections Photographers will:

- Establish ideal conditions for digitally photographing a project's specific material types
- Digitally photograph archival and special collection materials
- Apply standard post-capture image adjustments such as rotation and cropping, neutralizing color, and inverting and enhancing negatives
- On a project-by-project basis, perform complex post-capture image adjustments and processing, including file stitching for oversize materials and digital restoration of damaged materials

- Collaborate with colleagues to identify the most efficient workflows for safely digitizing materials while maintaining the highest quality standards
- Manage production files throughout the duration of a project, finalize deliverables following quality control, and prepare files for backup
- Create color-matched archival print reproductions for a range of object-types, from photographic prints to bound volumes
- Complete tasks within the time allotted and submit daily production reports
- Adhere to NEDCC hours of service
- Perform other duties as assigned

Qualifications

- Bachelor's degree in a related discipline
- 1-2 years of experience digitizing archival and special collections materials
- Proficiency in the use of imaging hardware, preferably medium format camera systems
- Knowledge of studio lighting equipment and techniques
- Experience using RAW workflow software such as Capture One or Lightroom
- Strong eye for color, value, composition, and visual accuracy
- Demonstrated ability to work under deadlines in a production-oriented environment
- Ability to work both independently and collaboratively
- Exceptional problem-solving skills
- Meticulous attention to detail
- Enthusiasm and creativity

Compensation

The salary will be commensurate with the selected applicant's education, experience, and skill; the *minimum* salary for an entry-level candidate is \$50,000. NEDCC also offers an excellent benefits package.

About NEDCC

Founded in 1973, the Northeast Document Conservation Center is the first nonprofit conservation center to specialize in conserving and reformatting paper-based collections. 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 field. The Center's services include book, paper, and photograph conservation; digital reformatting; audio preservation; assessments and consultations; disaster response assistance; and workshops and training conferences. NEDCC is located in Andover, MA, twenty-five miles north of Boston. For more information, please visit www.nedcc.org.

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 filled.

Application Process

To apply, send a cover letter and resume as a single PDF to Terrance D'Ambrosio, Director of Imaging Services, at [tdambrosio <at> nedcc <.> org](mailto:tdambrosio@nedcc.org).