

# NEDCC

NORTHEAST DOCUMENT CONSERVATION CENTER

600 Federal Street, Suite 100-S, Andover, MA 01810  
978-470-1010 • nedcc.org

## PAPER CONSERVATOR

### Position Summary

The Northeast Document Conservation Center (NEDCC) seeks a motivated professional for the position of Paper Conservator with interest in developing their photograph conservation skills. The individual will join the staff of the Paper, Photograph and Asian Paintings Conservation Department. The opening is a full-time position located in NEDCC's new facility 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. The individual's responsibilities will primarily focus on treating a variety of paper based artifacts across diverse material types from contemporary fine art drawings, paintings and prints to archival materials, oversize and 3D paper objects. The department's objectives are to increase NEDCC's professional capabilities; to meet all of our clients' commitments whether a major museum, small historical society, or library; to diversify our technical and practical skills including strengthening NEDCC's Photograph and Asian paintings proficiencies; and to accelerate our material science knowledge and capability. 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 staff will be required.

### Responsibilities

Reporting to the Director of Paper, Photograph and Asian Paintings Conservation, the qualifying 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 (AIC).
- 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 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 collegially in a group environment are essential. Preference may be given to individuals with a strong desire to develop photograph conservation skills.

**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 harmoniously 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 annual salary for this opening is \$55,000. Salaries are commensurate with education, years of experience, and skill level. 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, Photograph and Asian Paintings Conservation, at mlee <at> nedcc <.> org.

Qualifying candidates will be expected to present a portfolio of completed projects during the full day interview process. A thirty-minute PowerPoint presentation before the senior management staff will be required demonstrating experiences and technical acumen.