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NEDCC Seeks Assistant Paper Conservator

Position Summary

NEDCC seeks applicants for the position of Assistant Paper Conservator. The individual will join the nine-member staff of the Paper and Photograph Conservation Department. The opening is a full-time position in our conservation facility in Andover, Massachusetts just north of Boston.

Responsibilities: The Assistant Paper Conservator will perform conservation treatment on a wide variety of artifacts that include art on paper, archival documents, parchment, and oversize materials. The candidate must have excellent manual skills, a good knowledge of conservation theory, and follows the AIC standards of practice.

Qualifications

A Master's degree from a recognized conservation training program or a minimum of 3 years equivalent professional training and experience treating works on paper is required.

Salary is commensurate with experience. A comprehensive benefits package is included.

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. The position will remain open until filled.

Application Instructions

To apply, please send resume and three references in PDF by email to:
Michael K. Lee, Director of Paper and Photograph Conservation, mlee@nedcc.org

Only persons with the legal right to work in the United States are eligible.

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.

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 treated many of the most significant paper-based collections in the United States, including William Bradford's manuscript history of the Plymouth Plantation; 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.