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NEDCC Seeks Associate Paper Conservator

Position Summary

NEDCC invites applicants for the position of Associate 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 laboratory located in Andover, Massachusetts.

NEDCC's staff work toward the common goal of providing a superior client experience through our preservation and conservation service lines which include book conservation, paper and photograph conservation, digital imaging, digital audio reformatting, and preservation services and outreach.

Responsibilities: The Associate Paper Conservator will be responsible for the treatment of a wide variety of paper-based artifacts that not only include works of fine art but also archival documents and oversize materials such as period posters and historic wallpaper. The candidate must have excellent manual skills and a proper knowledge of conservation theory and standards of practice. The candidate will mentor conservation technicians, recent conservation graduates, and interns who choose to study and/or work at NEDCC.

Qualifications

A Master's degree from a recognized conservation program and a minimum of five years postgraduate experience treating works on paper is required. Good organizational and verbal skills and an ability to work in a group environment are essential.

Skills must include:

- Precision hand-skills
- 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

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.