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### **Internship Summary**

The Northeast Document Conservation Center (NEDCC) is offering a full-time paid 6-month internship in its Imaging Services department.

Founded in 1973, NEDCC is a not-for-profit conservation and preservation services center, supporting the collections of its private and institutional clients through book, paper, and photograph conservation, digital reformatting, and preservation assistance. The successful candidate will be joining a team of experienced and productive photographers, and will benefit from working alongside conservators and specialists dedicated to the treatment and care of the range of objects the Imaging Services department digitizes.

The Intern will be charged principally with assisting the department's photographers with several logistically complex digitization and rehousing projects, particularly focused on photographic prints and negatives. This will be an excellent opportunity to gain experience and understanding of digital reformatting for preservation, in addition to best practices for storing and caring for collections of photographic originals. Prior experience is not required, but a strong interest in and passion for digitization, preservation, and/or collection management is expected.

### **Qualifications**

- Bachelor's degree in a related discipline.
- Meticulous attention to detail.
- Ability to work both independently and collaboratively.
- Exceptional problem solving skills.
- Enthusiasm and creativity.
- The legal right to work in the United States.

### **Compensation**

The successful applicant will be paid on an hourly basis at a rate of \$16.50 per hour, working 7.5 hours a day between the hours of 8:30 and 4:30, Monday through Friday. The position is eligible for NEDCC's comprehensive benefits package.

### **Application Process**

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, disability status, protected veteran status, or any other characteristic protected by law. To apply, send a cover letter, resume, and the contact information for three references as a single PDF file to Terrance D'Ambrosio, Director of Imaging Services, at [tdambrosio@nedcc.org](mailto:tdambrosio@nedcc.org).