

NEDCC SEEKS BOOK CONSERVATOR

Position Summary

The Northeast Document Conservation Center (NEDCC) is seeking an innovative and creative Conservator to join its Book Conservation Lab. Reporting to the Director of Book Conservation, the Conservator will perform conservation of diverse and unique bound materials held by NEDCC's institutional and private clients, including printed books and pamphlets, bound manuscripts, scrapbooks, atlases, record books and photograph albums. Responsibilities include performing all conservation activities including examination of objects and development of conservation proposals; documentation; treatment of text blocks and bindings; consulting with clients; and assisting with assessments and educational programs. All work is performed according to the Code of Ethics and Guidelines for Practice of the American Institute for the Conservation of Historic and Artistic Works.

The successful candidate will be joining a team of experienced and productive book conservators, and will benefit from working alongside imaging specialists and conservators in other specialties dedicated to the care of books and collections of significance and value. The Center has treated some of the nation's most significant volumes, such as William Bradford's manuscript history of the Plymouth Plantation; Meriwether Lewis and William Clark's journals of the Corps of Discovery Expedition; and Jacqueline Kennedy's White House scrapbooks. See [NEDCC Stories](#) for other projects of note.

Qualifications

Required qualifications: A knowledge of physical, mechanical and chemical nature of books and paper as evidenced by graduate degree in conservation or related field of study; knowledge of book and paper conservation principles and practices; an understanding of preservation principles and their relation to treatment options; ability to work independently and collaboratively; ability to work in a productive environment; meticulous attention to detail; documentation skills; excellent written and oral communication skills; and creativity and enthusiasm.

About NEDCC

Founded in 1973, the Northeast Document Conservation Center is the first nonprofit conservation center to specialize in the conservation and reformatting of paper-based materials. 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, conservation, imaging, and audio preservation fields. Its services include book, paper, and photograph conservation; digitization; audio preservation; assessments and consultations; disaster assistance; and workshops and conferences. For more information, please visit www.nedcc.org.

Application Process

NEDCC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, age, 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. Salary will be commensurate with experience. Salary and benefits are competitive. NEDCC is located in Andover, MA, twenty-five miles north of Boston. This position will remain open until filled. Feel free to direct any preliminary questions about the position to Bill Veillette, bveillette@nedcc.org. To apply, please send a cover letter and resume in a single PDF to Bexx Caswell-Olson, Director of Book Conservation, bcaswell@nedcc.org.