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## **NEDCC Seeks Lead Emergency Preparedness Consultant**

### **Position Summary**

The Northeast Document Conservation Center (NEDCC) is seeking a California-based Emergency Preparedness Consultant to lead “Ready—or Not,” a minimum three-year project funded by the State of California that will conduct emergency preparedness assessments of local archives, historical societies, libraries, museums, and tribal nations to help those entities create written disaster preparedness plans to protect their collections and ensure future public access.

This full-time, remote position is based in California as part of NEDCC’s established teleworking program. Responsibilities include assisting the Department Head with hiring a team of up to five full-time Emergency Preparedness Consultants; training and supervising Consultants in conducting emergency preparedness assessments throughout California; developing templates and procedures for project work; supervising the project’s Administrative Assistant/Travel Coordinator in the absence of the Department Head; meeting weekly with stakeholders; preparing reports; and conducting on-site emergency preparedness consultations and writing assessment reports. In addition, the Lead Consultant will contribute to the overall project success by following up with participating organizations to encourage completion of their disaster plan; following up with organizations that did not complete the California Cultural Collections Protection Survey; identifying local disaster response agencies and mutual aid networks; and assisting with identifying organizations for site visits.

The “Ready—or Not” project provides a unique and exciting opportunity to focus on disaster preparedness and to have a tremendous impact on emergency preparedness for cultural and historic resource organizations throughout the state of California. The “Ready—or Not” project cohort joins NEDCC’s [Preservation Services Department](#), a team of six employees based in Massachusetts, Louisiana, and Oregon. Our most important characteristics are a passion for cultural heritage collections and an interest in helping others see and understand the value of preservation. We are excellent communicators in person and in writing, are able to step back and see a bigger picture, and are interested in finding creative but practical solutions to difficult problems.

The annual salary for this position is \$55,000.

### **Qualifications**

Minimum qualifications for the Lead Emergency Preparedness Consultant position are:

- a Master’s degree in Archives, Emergency Management, Library and Information Science, Museum Studies, or similar, or current certification from the Academy of Certified Archivists; with coursework on relevant topics including, but not limited to, preservation, collections management, and emergency preparedness;

- solid understanding of general preservation best practices (format identification, care and handling of materials, environmental management, etc.);
- knowledge of emergency preparedness and risk assessment as they relate to cultural and historic resource organizations and collections as well as practical experience creating emergency preparedness plans;
- strong analytical and observation skills;
- excellent writing and verbal communication skills;
- demonstrated ability to work effectively with individuals from diverse communities and backgrounds;
- flexibility to work both independently and as part of a team;
- experience in hiring, training, and supervising;
- project management experience;
- valid driver's license; and
- ability and willingness to travel statewide, up to 75%.

In addition to the above, the following qualifications are desirable but are not required for consideration:

- at least 1 year of full-time experience working with collections-holding institutions;
- experience working with tribal nations, museums, libraries, archives, and government entities;
- practical experience conducting preservation assessments;
- consulting experience;
- grant administration experience;
- "[up-to-date](#)" immunization against COVID-19 in accordance with CDC recommendations; and
- bilingual in English and Spanish.

### **About NEDCC**

Founded in 1973, NEDCC is the first nonprofit center to specialize in the conservation and reformatting of paper-based materials, and over the years has expanded its services to include digital imaging and 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 consulted with organizations across the country to plan for the long-term preservation of their collections and has worked with a range of institutions to reformat their deteriorating documents, photographs, negatives, and obsolete audio materials. NEDCC has treated many of the most significant paper-based collections in the United States. (See [NEDCC Stories](#) for projects of note.) NEDCC is located in Andover, MA, twenty-five miles north of Boston. For more information, please visit [www.nedcc.org](http://www.nedcc.org).

Only persons with the legal right to work in the United States are eligible to apply. NEDCC offers competitive salaries commensurate with education, experience, and skill, as well as an excellent retirement/benefits package. 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.

**Application Process**

Applications will be reviewed as they are received, and the position will remain open until filled. To apply, please send a cover letter and resume in a single PDF to Ann Marie Willer, Director of Preservation Services, [amwiller@nedcc.org](mailto:amwiller@nedcc.org). In the cover letter, explain how you meet the qualifications for the position.

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