

NEDCC SEEKS BOOK CONSERVATION FELLOW

Position Summary

The Northeast Document Conservation Center (NEDCC) is seeking an innovative and creative emerging conservator to join its Book Conservation lab as Book Conservation Fellow. This is a one-year (12 month) appointment, with the possibility of renewal for a second year. The anticipated start date is negotiable, but applicants should plan to start no later than September 2023.

The position is designed to provide advanced training in conservation and will strengthen technical and practical skills related to the conservation of bound materials. Reporting to the Director of Book Conservation and the Senior Book Conservator, the Fellow will perform treatments on 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. The Fellow will be responsible for and have the opportunity to participate in all conservation activities including examination of bound materials and development of conservation proposals; written and photographic 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 Conservation. The Fellow will also have the opportunity to engage in professional development and research activities at NEDCC and beyond. Time will be allocated to pursue research on the applicant's topic of choice.

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. NEDCC 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.

Anticipated work hours are Monday-Friday, 8:30 am to 4:30 pm. Work is expected to take place onsite at NEDCC's facility in Andover, Massachusetts.

Qualifications

Required qualifications:

- Master's degree in Conservation or a related field; *or* a bachelor's degree plus advanced study in bookbinding or conservation and a minimum of 1-2 years related work experience
- Experience with creating or repairing a wide variety of bound structures, as evidenced through a portfolio of past bookbinding or conservation work
- Demonstrated knowledge of the physical, mechanical and chemical nature of books and paper; book and paper conservation principles and practices; understanding of preservation principles and their relation to treatment option
- Ability to work both collaboratively and independently within a productive environment
- Excellent written and oral communication skills; must demonstrate fluency in the English language
- Creativity, curiosity, and meticulous attention to detail

Preferred Qualifications:

- Experience creating written and photographic documentation,
- Experience with digital image capture and processing using Adobe Bridge.

Salary and Benefits

The Book Conservation Fellow will receive a salary of \$42,000 per year, plus \$3,000 per year for professional development/travel. Two weeks (10 business days) will be allocated for research or outside training opportunities. The Fellow will be eligible to participate in NEDCC's benefits, which include 12 vacation days, 2 personal days, 10 sick days, 12 holidays, medical insurance, life insurance, long-term disability insurance, accidental death & dismemberment insurance, workers' compensation insurance, and unemployment insurance.

About NEDCC

Founded in 1973, the Northeast Document Conservation Center (NEDCC) is the first independent nonprofit conservation center in the United States to specialize in treating paper-based collections, such as manuscripts, rare books, maps, photographs, scrapbooks, architectural drawings, and works of art on paper, including collections made of distinctive materials such as parchment, papyrus, and birch bark. NEDCC's mission is to improve the conservation and preservation efforts of libraries, archives, museums, and other institutions that hold important humanities collections; to provide the highest quality conservation and digital reformatting services (imaging and audio) to institutions that do not have such capabilities in-house; and to provide continuing education and consulting services for the preservation and conservation fields. On average, NEDCC completes 525 projects for 274 constituents per year, which primarily includes small- to mid-sized underserved and under-resourced organizations that lack in-house conservation and/or reformatting capabilities. NEDCC is located in Andover, MA, twenty-five miles north of Boston. For more information, please visit www.nedcc.org.

Application Process

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

Deadline for applications: February 12, 2023.

To apply, please send a cover letter, resume, and names and contact information for three references as a single PDF to: Bexx Caswell-Olson, Director of Book Conservation, at bcaswell@nedcc.org.