



100 Brickstone Square, Andover, MA 01810-1494
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

NEDCC seeks Assistant or Associate Preservation Specialist

Position Summary

The Northeast Document Conservation Center (NEDCC) is seeking an early- to mid-career professional to serve as a Preservation Specialist in support of its nationwide training, consulting, and outreach programs.

This full-time position may be based at NEDCC's office in Andover, MA; based both in Andover and at home (hybrid); or based anywhere in the continental United States as part of NEDCC's established teleworking program. Responsibilities include conducting preservation needs assessments for paper-based, audiovisual, and digital collections; writing comprehensive assessment reports; responding to preservation inquiries from cultural heritage organizations such as archives, libraries, and museums; researching, updating, and presenting webinars and workshops on a range of preservation topics; assisting with ongoing grants and special projects; and representing NEDCC at local, regional, and national professional meetings and conferences. Additionally, an Associate Preservation Specialist may manage project teams and complex projects; represent NEDCC on external grant projects; create and conduct customized consultations; assist with grant writing; and assist with the supervision of interns and Preservation Specialists on project-based work.

Preservation Specialists are the public face of NEDCC. 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. As a highly collaborative department, all team members contribute to the development of new goals and projects. Learn more about [NEDCC's Preservation Services Department](#).

The minimum salary for this position is \$49,000 for Assistant Preservation Specialist and \$55,000 for Associate. Please note that this is a minimum salary, not a range. NEDCC offers competitive salaries commensurate with education, experience, and skill, as well as an excellent retirement/benefits package. Salary will be commensurate with experience.

Qualifications

Minimum qualifications for the Preservation Specialist position are:

- a Master's degree in Archives, Conservation, Library and Information Science, Museum Studies, or similar; with coursework on relevant topics including, but not limited to, preservation, collections management, emergency preparedness and risk assessment,

archives administration, appraisal, audiovisual preservation and reformatting, and/or digital preservation;

- at least 2 years of full-time experience working with collections-holding institutions (5 years for Associate Preservation Specialist);
- solid understanding (advanced understanding for Associate Preservation Specialist) of general preservation best practices (disaster planning, format identification, care and handling of materials, reformatting and digitization, environmental management, etc.);
- strong analytical and observation skills;
- excellent writing and verbal communication skills;
- experience and comfort with public speaking;
- demonstrated ability to work effectively with individuals from diverse communities and backgrounds;
- flexibility to work both independently and as part of a team;
- valid driver's license; and
- ability and willingness to travel regionally and nationally up to 25%, including being able and willing to drive and fly as needed.

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

- experience in audiovisual and/or digital preservation;
- experience with online instruction and in-person instruction (required for Associate Preservation Specialist);
- consulting experience; and
- project management experience.

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.

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 beginning June 13, 2023, 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. In the cover letter, explain how you meet the qualifications for the position.