



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

## **NEDCC Seeks Field Archivist for Audio Collections**

### **Position Summary**

The Northeast Document Conservation Center (NEDCC) is seeking a Field Archivist for Audio Collections to support its contributions to the [HBCU Radio Preservation Project](#), a multi-year project led by Miami Valley Public Media/91.3WYSO and funded by the Mellon Foundation. The project builds on and continues two previous grant programs that aim to nurture an ethos of preservation at Historically Black College/University (HBCU) radio stations through audio collection assessment, preservation training, connection to professional communities of practice, funding for digital reformatting, outreach to alumni, public history praxis, and partnerships with campus archives and libraries.

This is a full-time position, pending grant-funding through December 31, 2027. The position is remote, and we will favor candidates living within range of the HBCU campuses that have radio stations, all of which are located east of I-35 and south of I-70. The ideal candidate would be a graduate of an HBCU.

The position will be part of [NEDCC's Audio Preservation department](#), reporting to the Director of Audio Preservation. Responsibilities include:

- making site visits to HBCU radio stations and campus archives;
- conducting preservation needs assessments and collection assessments for audio collections;
- writing customized reports with observations and “next step” recommendations;
- supporting HBCU radio stations and campus archives as they make progress on preservation goals such as collection inventory, policy creation, and reformatting projects;
- responding to preservation inquiries from HBCU radio stations and campus archives;
- providing guidance and learning opportunities for interns and Fellows associated with the project;
- contributing to the development and delivery of training materials led by other project staff; and
- representing the project at local, regional, and national professional meetings and conferences.

The salary range for this position is \$50,000 - \$60,000, commensurate with education, experience, and skill. NEDCC offers an excellent retirement/benefits package. Computer/software and travel funds will be provided.

### **Qualifications**

Minimum qualifications for the Field Archivist for Audio Collections are:

- a Master's degree or equivalent experience in Archives, Audio Engineering, Conservation, Library and Information Science, Museum Studies, Public History, or similar; with coursework on relevant topics or experience with archives administration, audiovisual preservation and reformatting, collections management, and cultural heritage preservation;
- at least 1 year of full-time experience working with collections-holding institutions;
- solid understanding 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, up to 50%, including being able and willing to fly as needed.

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

- experience with the HBCU community;
- knowledge of African American history and culture;
- experience with college radio;
- experience in audiovisual and/or digital preservation;
- consulting experience;
- project management experience;
- supervisory experience; and
- "up-to-date" immunization series against COVID-19 in accordance with CDC recommendations.

### **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 Bryce Roe, Director of Audio Preservation, broe@nedcc.org. In the cover letter, explain how you meet the qualifications for the position.