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NEDCC Seeks Audio Preservation Engineer

Position Summary

The Northeast Document Conservation Center (NEDCC) is seeking an audio preservation professional to serve on its Audio Preservation Services team. The Audio Preservation department uses both the IRENE optical scanning technology and traditional methods for digitally reformatting obsolete audio carriers, such as magnetic audio tapes, discs, cylinders, and unusual formats, (e.g., tin foils, Dictabelts. etc.). NEDCC's services fill a much-needed niche of providing fully-attended transfers with 100% quality control, particularly for those highly-valued collections that deserve a specialized (rather than high-throughput) workflow. Because NEDCC is a conservation center, its services also place emphasis on the preservation of the carrier as well as its audio contents. In addition to digitization, NEDCC offers collection- and item-level surveys, cleaning, treatment, and re-housing using vetted and transparent (i.e., non-proprietary) approaches.

The successful candidate will be joining a team of skillful and productive Audio Preservation Engineers. This position is a unique opportunity for an experienced audio engineer with a strong interest in cultural heritage preservation. NEDCC also welcomes applications from candidates in collections-care related fields (e.g., library science, archives, etc.) with strong interest in audio materials and an eagerness to learn on the job from our expert staff.

Responsibilities

The Audio Preservation Engineer reports directly to the Director of Audio Preservation Services, and is responsible for:

- rigorously following best practices for preservation reformatting of degrading media on highly-obsolete audio formats;
- identifying legacy carriers and their formatting and playback characteristics;
- cleaning, repairing, stabilizing and re-housing of original carriers;
- performing post-processing functions consistent with best archival practice;
- strictly following quality control procedures;
- carefully aligning/calibrating playback machines;
- regularly verifying signal chain performance;
- collecting extensive data on both the source recordings and the transfer process for project documentation;
- achieving quality and productivity goals;
- updating daily production data in NEDCC's workflow tracking software;
- collaborating with colleagues to continuously improve quality and workflows; and
- staying abreast of the latest developments in the audio preservation field by maintaining membership in professional and related associations such as IASA, AES, and ARSC.

The minimum annual salary for this position is \$45,000. 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.

Qualifications

Minimum qualifications for this position are:

- degree in Audio Engineering or related field, OR degree in Library/Information Science or related field;
- strong interest in and passion for preserving legacy audio formats and recorded history;
- critical listening skills and/or discerning ear;
- understanding of digitization concepts and practices;
- demonstrated ability to carefully handle fragile materials;
- excellent organizational and time-management skills;
- meticulous attention to detail;
- exceptional problem-solving skills;
- ability to work both independently and collaboratively;
- demonstrated ability to work under deadlines in a production-oriented environment; and
- creativity and enthusiasm

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

- Master's degree in a related discipline;
- detailed knowledge of, and hands-on experience in digitally preserving audio collections; and
- ability to perform basic maintenance and calibration of current and obsolete audio playback equipment

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.

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. This position will remain open until filled.

Application Process

To apply, please send a cover letter, resume, and names and contact information for three references as a single PDF to: Bryce Roe, Director of Audio Preservation, at broe <at> nedcc <.> org.