

NEDCC SEEKS BOOK CONSERVATOR

Position Summary

The Northeast Document Conservation Center (NEDCC) is seeking an innovative and creative conservator to join its Book Conservation lab. Reporting to the Director of Book Conservation, the conservator 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. Responsibilities include performing all conservation activities including examination of objects and development of conservation proposals; 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 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.

The minimum annual salary for this position is \$48,000 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

Required qualifications: Knowledge of the physical, mechanical and chemical nature of books and paper as evidenced by a graduate degree in conservation or related field of study; knowledge of book and paper conservation principles and practices; understanding of preservation principles and their relation to treatment options; ability to work both collaboratively and independently; ability to work in a productive environment; meticulous attention to detail; documentation skills; excellent written and oral communication skills; and creativity and enthusiasm.

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 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.

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 <at> nedcc <.> org](mailto:bcaswell@nedcc.org).