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NEDCC Seeks Lead for “Ready—Or Not” Training Programs

Position Summary

The Northeast Document Conservation Center (NEDCC) is seeking a **Lead for “Ready—Or Not” Training Programs to form a new team and develop training programs** associated with the [“Ready—Or Not” Cultural Heritage Disaster Preparedness Project](#). “Ready—Or Not” (RON) is funded by the State of California, and this position is funded through at least June 2026. An existing six-member team, headed by the Lead Emergency Preparedness Consultant, is conducting emergency preparedness assessments of California archives, historical societies, libraries, museums, and tribal nations to help those entities create written disaster preparedness plans to protect their collections and ensure future public access. To complement this work, a new four-member team will provide additional training and consulting services related to emergency preparedness.

This full-time, remote position is part of NEDCC’s established teleworking program and will be filled by a candidate who lives in **California**. **Responsibilities include** leading a team of two full-time Emergency Preparedness Consultants and a full-time Project Assistant; overseeing the development and delivery of in-person and online training programs; training and supervising Consultants in providing emergency preparedness training and consulting services throughout California; developing templates and procedures for project work; overseeing work with contract subject matter experts and consultants; coordinating closely with the Lead for Emergency Preparedness; meeting regularly with stakeholders; and collecting statistics and preparing reports.

The “Ready—Or Not” project provides a unique and exciting opportunity to focus on disaster preparedness and to have a tremendous impact on emergency preparedness for cultural and historic resource organizations throughout the state of California. The “Ready—Or Not” project is positioned in NEDCC’s [Preservation Services Department](#), a team of five employees based in New England, South Carolina, and California. 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.

The annual salary for this position is \$77,448.

Qualifications

Minimum qualifications for the Lead for “Ready—Or Not” Training Programs are:

- a Master’s degree in Archives, Art Conservation, Library and Information Science, Museum Studies, or similar, or current certification from the Academy of Certified Archivists; with coursework or professional development training on relevant topics including, but not limited to, preservation, collections management, and emergency preparedness;
- solid understanding of general preservation best practices (format identification, care and handling of materials, environmental management, etc.);
- knowledge of emergency preparedness and risk assessment as they relate to cultural and historic resource organizations and collections as well as practical experience creating emergency preparedness plans;
- experience in developing and delivering training programs or courses;
- public speaking skills and experience presenting online;
- strong analytical and observation skills;
- excellent writing and interpersonal communication skills;
- demonstrated ability to work effectively with individuals from diverse communities and backgrounds;
- flexibility to work both independently and as part of a team;
- experience in hiring, training, and supervising;
- project management experience, especially with time-limited, grant-funded projects;
- valid driver’s license; and
- ability and willingness to travel within California **up to 35%**, 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:

- at least 3 years of full-time experience working with collections-holding institutions;
- experience working with tribal nations, museums, libraries, archives, and government entities;
- consulting experience;
- grant administration experience;
- bilingual in English and Spanish.

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 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 **Ann Marie Willer, Director of Preservation Services**, amwiller@nedcc.org. In the cover letter, explain how you meet the qualifications for the position.

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