



Matting and Framing Technician/Assistant Preparator

NEDCC is hiring a full-time Matting and Framing Technician/Assistant Preparator to join the [Paper and Photograph Conservation Department](#). Founded in 1973, NEDCC is a non-profit conservation and preservation services center supporting the collections of its private and institutional clients through book, paper, and photograph conservation, digital reformatting, and preservation consulting and education. The opening is a full-time position located in Andover, Massachusetts.

The Matting and Framing Technician/Assistant Preparator will be joining a team of [paper and photograph conservators and technicians](#). Their responsibilities will focus heavily on conservation-quality matting and framing for works of art and other paper-based cultural heritage materials following the highest standards and guidelines for museum framing; providing art handling assistance; unframing client materials; and preparing conservation lab materials for treatment. Assists the Registrar with packing and unpacking client material and receiving deliveries. Additional duties include, but are not limited to, general laboratory upkeep and ordering supplies. The successful candidate will report to the Director of Paper and Photograph Conservation.

Responsibilities

Reporting to the Director of Paper and Photograph Conservation, the Framing Technician/Assistant Preparator will:

- Perform high quality conservation and museum matting and framing for works of art and all paper-based cultural heritage materials.
- Must be capable of working independently with minimal supervision.
- Supports Conservators by providing art handling assistance and unframing client materials.
- Prepares treatment supplies such as adhesives, conservation-grade repair papers, and mounting panels.
- Assists the Registrar with packing and unpacking client material and receiving deliveries.
- Additional duties include, but are not limited to, general laboratory upkeep, and maintenance such as replacing water filters and ordering supplies.

Qualifications

High School diploma or equivalent

5+ years of previous work experience at a framing gallery, art gallery, or museum as the preparator.

Skills must include

- Experience carrying out museum-quality matting and framing following conservation and museum standards.
- Precision measuring skills and the ability to work in both metric and imperial units.
- Excellent manual dexterity for frequent use of blades and other hand tools.
- Safe handling of delicate historic artifacts and art objects.
- Exceptionally good color discernment.
- Capable of lifting 50 lbs.
- Good organizational and time management skills.
- Ability to follow directions and work collegially in a group environment.

The salary for this opening for well-qualified individuals is \$49,700.

NEDCC offers competitive salaries commensurate with education, experience, and skill, as well as an excellent retirement/benefits package.

Application Process

To apply, please send a cover letter, resume, and the names and contact information for three references as a single PDF to: Michael Lee, Director of Paper and Photograph Conservation, at mlee <at> nedcc <.> org.

If selected for an interview, the applicant is expected to present a portfolio of completed projects during the interview process.