



Assistant Preparator / Matting and Framing Technician

NEDCC is hiring a full-time Assistant Preparator/Matting and Framing Technician 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 Assistant Preparator/Matting and Framing Technician will be joining a team of [paper and photograph conservators and technicians](#). Their responsibilities will focus on preservation matting and framing for works of art and other paper-based cultural heritage materials, 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 Conservation.

Responsibilities

Reporting to the Director of Paper and Photograph Conservation, the Assistant Photograph Conservator will:

- Perform preservation matting and framing for works of art and paper-based cultural heritage materials.
- 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

2+ years of previous work experience at a frame shop, art gallery or museum.

Skills must include

- Experience carrying out preservation and museum-quality matting and framing.
- Safe handling of delicate historic artifacts and art objects.
- 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.
- 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 minimum salary for an entry-level candidate for this position is \$40,000. 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. Salary will be commensurate with experience. Salary is competitive, and NEDCC offers a comprehensive 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.