



Assistant Photograph Conservator

NEDCC is hiring a full-time Assistant Photograph Conservator 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 Photograph Conservator will be joining a team of [paper and photograph conservators and technicians](#). Their responsibilities will focus on treating a wide range of photographic artifacts and formats from contemporary fine art photographic prints to archival photographic materials in both print and cased formats. Objects may include silver gelatin POP and DOP materials, chromogenic prints, gum bichromate, Woodburytypes, CDV's and cabinet cards as well as bound photographic albums, etc. If selected for an interview, the applicant is expected to present a portfolio of completed projects during the interview process. A presentation before the senior management staff will be required.

Responsibilities

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

- Conduct conservation treatments on photographic works adhering to the Code of Ethics and Guidelines for Practice of the American Institute for Conservation.
- Perform treatments conforming to the collections holding institution's expectations.
- Evaluate objects, prepare and draft condition reports, and develop treatment plans.
- Collaborate with NEDCC Conservators, Exhibition Framing Specialists, Registrar, and Imaging Specialist to meet the center's fiscal and strategic goals.
- Perform all duties as assigned including seeking and participating in professional development opportunities for the betterment of NEDCC's conservation staff.

Qualifications

A master's degree from a recognized conservation program or the equivalent of 3 years of experience treating photograph materials is required. Good organizational and verbal skills and an ability to work in a group environment are essential. Preference will be given to candidates who also have paper conservation experience.

Skills must include

- Well-developed precision hand-skills
- Excellent eye for color rendering
- Excellent communication skills
- Ability to treat fragile, oversized, and historically valuable objects
- Ability to work efficiently while maintaining conservation standards
- Ability to work in a group environment
- Ability to meet deadlines and assist in coordinating group projects

The minimum salary for an entry-level candidate for this position is \$53,000. 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.

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. Applicants must be U.S. citizens or possess a permanent resident card (green card) to be eligible for this position. This role will remain open until filled. A comprehensive benefits package is included.

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.

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