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## NEDCC SEEKS COLLECTIONS PHOTOGRAPHER

### Position Summary

NEDCC is hiring a full-time Collections Photographer to join the Imaging Services department. Founded in 1973, NEDCC is a not-for-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 successful candidate will be joining a team of seven other experienced and productive collections photographers and will benefit from working alongside conservators and specialists dedicated to caring for the range of objects that the Imaging Services department digitizes.

The Collections Photographer will be responsible for digitizing the extensive and diverse collections held by NEDCC's institutional and private clients. These include virtually all photographic media (including nitrate, acetate, and glass-plate negatives, photographic prints, and cased photographs); bound and unbound manuscripts; rare books and illuminated manuscripts; scrapbooks and photograph albums; and oversize objects like posters and blueprints. The collections range widely in scale, from a single photographic print to a collection of 50,000 negatives, though the department has particular strength in digitizing large collections with complex needs and/or rigorous technical requirements. When completing these projects, much of the Collections Photographer's work is independent and self-directed, but often requires collaboration both within the Imaging Services department and with the Center's conservation labs.

The Imaging Services department uses PhaseOne medium format camera systems; copy stands and custom imaging platforms; Broncolor strobes; Eizo displays; Epson inkjet printers; and a color managed workflow. Capture One CH is the department's primary production software, but other tools are used as needed for more in-depth post-production or complex file management.

### Responsibilities

Reporting to the Director of Imaging Services, the Collections Photographer will:

- Establish ideal conditions for digitally photographing a project's specific material types
- Digitally photograph archival and special collection materials
- Apply standard post-capture image adjustments such as rotation and cropping, neutralizing color, and inverting and enhancing negatives
- On a project-by-project basis, perform complex post-capture image adjustments and processing, including file stitching for oversize materials and digital restoration of damaged materials
- Collaborate with colleagues to identify the most efficient workflows for digitizing materials safely while maintaining the highest standards of quality
- Manage production files throughout the duration of a project, finalize deliverables following quality control, and prepare files for backup
- Create color-matched archival print reproductions for a range of object-types, from photographic prints to bound volumes
- Complete tasks within the time allotted and submit daily production reports
- Adhere to NEDCC hours of service

- Perform other duties as assigned

### **Qualifications**

- Bachelor's degree in a related discipline
- 1-2 years of experience digitizing archival and special collections materials
- Proficiency in the use of imaging hardware, preferably digital medium format camera systems
- Knowledge of studio lighting equipment and techniques
- Experience using RAW workflow software such as Capture One or Lightroom
- Strong eye for color, value, composition, and visual accuracy
- Demonstrated ability to work under deadlines in a production-oriented environment
- Ability to work both independently and collaboratively
- Exceptional problem-solving skills
- Meticulous attention to detail
- Enthusiasm and creativity

### **About NEDCC**

Founded in 1973, the Northeast Document Conservation Center is the first nonprofit conservation center to specialize in the conservation and reformatting of paper-based materials. NEDCC's mission is to improve the preservation efforts of libraries, archives, historical organizations, museums, and other repositories; to provide the highest quality services to institutions that lack in-house conservation and reformatting facilities, or those that seek specialized expertise; and to provide leadership in the preservation field. The Center's services include book, paper, and photograph conservation; digital reformatting; audio preservation; assessments and consultations; disaster response assistance; and workshops and training conferences. NEDCC is located in Andover, MA, twenty-five miles north of Boston. For more information, please visit [www.nedcc.org](http://www.nedcc.org).

The minimum salary for an entry-level candidate for this position is \$47,000. 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.

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. Only persons with the legal right to work in the United States are eligible to apply. This position will remain open until filled.

### **Application Process**

To apply, please send a cover letter, resume, and the names and contact information for three references as a single PDF to: Terrance D'Ambrosio, Director of Imaging Services, at [tdambrosio@nedcc.org](mailto:tdambrosio@nedcc.org).