



100 Brickstone Square, Andover, MA 01810-1494
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

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 assistance. The successful candidate will be joining a team of experienced and productive Collections Photographers and will benefit from working alongside conservators and specialists dedicated to the treatment and care of the range of objects the Imaging Services department digitizes.

The Collections Photographer will be responsible for the digitization of the extensive and diverse collections held by NEDCC's institutional and private clients. These include virtually all photographic media, particularly nitrate, acetate, polyester, and glass-plate negatives and positives, photographic prints, and cased photographs; bound and loose manuscript material; rare books and illuminated manuscripts; and large format objects like maps and blueprints. To this end, the Imaging Services department utilizes PhaseOne medium format camera systems; copy stands; custom stations for imaging large format, transmissive, and bound materials; Broncolor strobes; an Epson wide format printer; Eizo displays; and a color managed workflow. While we are primarily Mac-based we also use PCs, and maintain our own network, server, and archive.

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 also maintaining the highest standards of quality
- Track project status 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 collection 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, conservation, and imaging fields. Its services include book, paper, and photograph conservation; digital reformatting; audio preservation; assessments and consultations; disaster response assistance; and workshops and conferences. 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. The minimum salary for an entry-level candidate for this position is \$42,000. 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. This position will remain open until filled.

Application Process

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