

NEDCC SEEKS DIRECTOR OF DIGITAL SERVICES

The Northeast Document Conservation Center (NEDCC) is creating a new position for a Director of Digital Services to plan and implement new digitization services to serve libraries, archives, and museums. Responsibilities include developing new services, overseeing digital production, and providing education and consultation in conjunction with NEDCC's well-established Field Service Program.

Primary responsibilities:

Planning and Development – Conducts market research on clients' evolving needs; determines the Center's product mix. Helps potential clients plan digital projects, develop specifications, identify funding sources. In consultation with the Executive Director, engages in long-range planning for the departments.

Digital Production – Oversees production, including pricing structure; workflow, quality control, and hardware and software purchases; addresses staff training needs; develops and implements new services as needed.

Outreach – Shapes and manages NEDCC's digital conferences and workshops; identifies needs for new training programs and publications; coordinates grant projects and other initiatives; represents NEDCC in the digital library/technology community and at professional meetings.

Position requirements: An advanced degree in librarianship, archives, preservation, or IT; three years' relevant institutional expertise; knowledge of digital standards and best practices; strong administrative skills; supervisory experience; project management experience; outreach skills. Knowledge of traditional preservation useful.

About NEDCC: Founded in 1973, the Northeast Document Conservation Center is a nonprofit, regional conservation center located in Andover, Massachusetts, specializing in preservation of paper-based materials. Its services include paper, book, and photograph conservation; preservation microfilming; photograph duplication; digitization of visual materials; surveys and consultations; disaster assistance; and workshops and conferences. For more information, visit NEDCC's Web site at www.nedcc.org.

The Director of Digital Services reports to the Executive Director, supervises the staff of the digital imaging and microfilming labs, and functions as a member of the Center's senior staff. Attractive salary and benefits. NEDCC is an equal opportunity employer. This position will remain open until filled. To apply, send letter of application, resume, and names of three professional references to:

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