



## Job Description

**Position Title:** Driver – Theater Concierge, Theater Department

**Status:** Casual, part-time (10-23 hrs per week, evenings and weekends included)

**Department:** Museum Theater

**The Mission of MIM:** The Musical Instrument Museum (MIM) enriches the world by collecting, preserving, and making accessible a wide variety of musical instruments and performance videos from every country in the world. We offer our guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM also fosters appreciation of diverse cultures around the globe by showing that we all innovate, adapt, and learn from each other to create music—the language of the soul. For more information visit our website at [www.MIM.org](http://www.MIM.org).

**Position Summary:** The Driver is responsible for executing artist ground transportation needs during each artist’s tenure at MIM, using the MIM van. Guest Artist Driver schedule is variable and depends on concert schedule; daytime, evening and weekend work is involved which requires complete flexibility in scheduling.

**Specific Tasks:** Using the MIM van, provide Theater guest artist ground transportation per artist contract with MIM. This may include, but is not limited to:

- Airport pick-ups and drop-offs
- Hotel-MIM transfers
- Transport to/from off-site interviews
- Last-minute/day-of-show errands

Provide all transportation in a safe, professional, punctual, and friendly manner, to provide a service experience that is consistent with the high quality of the MIM brand

Represent MIM accurately and cheerfully to guest artists, and be prepared to respond to artist questions and conversation about the local area

Using information provided by the Artist Coordinators, draft weekly transportation schedules

Monitor the status of the MIM van in terms of fuel and cleanliness, and remedy as appropriate. Report maintenance or larger issues to MIM Facilities Department.

### **Qualifications:**

Required:

- Valid Arizona drivers license and excellent driving record
- Ability and confidence to safely and legally operate a 15-passenger van
- Frequent evening and weekend availability
- Excellent interpersonal skills, with the ability to communicate effectively, professionally, and cheerfully with visiting artists and MIM team members
- Strict punctuality and ability to follow instructions and adhere to a schedule
- Excellent time management skills and ability to "think on your feet"
- High comfort-level/proficiency with computer and cell phone use, including MS Office, email, texting, and voicemail
- Ability to assist with artist luggage (carrying, lifting into van, etc.)

Preferred:

- Experience working with musicians, i.e., in a venue, festival, or performing arts context
- Strong knowledge of the Phoenix area
- Friendly, outgoing manner and an active curiosity/interest about MIM, global music styles, Phoenix, and other topics that would facilitate conversations with artists.

### **Additional Information:**

Position pays \$17 per hour

Qualified candidates should click on the link below to apply, uploading resume and cover letter. Please note that resume and cover letter must be scanned or merged into one document, as the system will only allow one upload per candidate. Thank you!

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&ccId=19000101\\_000001&jobId=428600&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&ccId=19000101_000001&jobId=428600&source=CC2&lang=en_US)