

# Job Posting

## DETROIT SYMPHONY ORCHESTRA

**Classification:** DRIVER (PART-TIME)  
**Department:** Operations  
**FLSA Status:** Non-Exempt

### General Description:

Provides local transportation for guest artists, conductors and others as needed between airport, hotels and the performing venue for rehearsals, practice times, performances and special needs. The Driver is an ambassador for DSO and is often the person with most frequent personal contact with Guest Artists and Conductors. Therefore, professionalism in conduct and appearance, and sensitivity to the needs of the artists is required at all times.

### Specific Responsibilities:

- Provides transportation to and from hotel, venue, and airport for guest artists, conductors and others as needed.
- Provides care and attendance to needs of guest artists and conductors while in transit.
- Ensures that all destinations will be reached in a direct and timely fashion (i.e. call for directions before getting lost, not after).
- Assists in maintaining the professional appearance of DSO company vehicles.
- Performs other duties as assigned.
- PT contingent position with hours based on the needs of the business. Hours will vary between 4-20 per week. Must be able to work flexible hours.
- **Must be available and able to work nights and weekends.**

### Qualifications:

Valid chauffeur's license required. The ability to work as needed, between 4-20 hours per week which will include a varying schedule. **Must be available and able to work nights and weekends.** A safe driving record is essential for this position. Should have a thorough knowledge of Detroit, Ann Arbor, and surrounding metropolitan areas and roadways. The ability to read and understand road maps is required. Must demonstrate a courteous manner, positive attitude, and professional appearance at all times while representing the DSO. The ability to interact effectively with difficult people and be accommodating, flexible, and sensitive to the needs of demanding and particular individuals is required. Must be able to communicate clearly and knowledgeably and to interact positively with guest artists, other staff and orchestra members, hotel employees, and airline officials. Must be sensitive to professional appearance of company vehicle and demonstrate initiative and willingness to assist in maintaining said professional appearance. Must be able to lift and carry heavy suitcases and similar items. Must have personal transportation to drive to the Max Fisher Music Center. Company vehicle is stored at office.

**Posting Date: January 14, 2016**