

# Minnesota Street Project

**Position:** OTR Swing Team Driver (SoCal), Art Services

**Status:** Part-time | Non-Exempt | Hourly

**Compensation Group:** Experienced

**Compensation Range:** \$30.00 – 35.00/per hour

**Reports to:** Senior Shipping Project Manager

**Hours:** 6-8 days per month (~30-40 hours per month) with optional additional opportunities)

Minnesota Street Project Art Services, founded & headquartered in San Francisco since 2016, is the Bay Area's fastest growing and most innovative provider of highest quality art storage, installation, packing, crating, transportation, and solutions. Our clients include private collectors, galleries, and institutions who value our emphasis on customer relationships, collection care, and creative problem solving.

As part of the Minnesota Street Project and affiliated with the Minnesota Street Project Foundation, 100% of our profits are used to support the visual arts ecosystem in the Bay Area.

## **Job Summary:**

Minnesota Street Project Art Services is seeking a OTR Swing Team Driver with specialization in fine art transportation, with at least 3 years' experience at an art shipping organization. The OTR Swing Team Driver will exhibit a friendly and approachable demeanor with all Minnesota Street Project clients, staff, and vendors, acting as a positive ambassador for the Art Services department, as well as the overall Project. This person must value teamwork, collaboration, and community. This person will demonstrate an understanding of Diversity, Equity, Inclusion, and Access in the arts and in our daily lives and has cultural flexibility/agility and a commitment to fostering a respectful and inclusive work environment. The candidate must have a desire and ability to work out of town on a regular and as-needed basis, including regular shuttles.

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## Essential Responsibilities:

- Supports driving a company vehicle, utilizing commercial driver's license, to transport works via MSPAS' fleet for regional shuttle work from Los Angeles on our bi-weekly Southern California Shuttle.
- Operates up to a class 6 box truck (GVWR does not exceed 26,000 pounds) in a team driving environment to provide timely delivery of property including but not limited to fine art and collectibles.
- Proper handling of art objects, using MSPAS standard methods and materials for organizing, packing, loading and unloading trucks, ensuring safe transport and accurate delivery.
- Proficiency using electronic inventory systems and barcode scanners when loading and unloading at each location.
- Communicate with Dispatch and Project Managers via email, text, or phone regarding on-going trips and schedule updates.
- Preparation and careful execution of paperwork, including bills of lading, labels and driver logs.
- Safely operate a company vehicle and transport artwork locally and regionally.
- Preparation of condition checks and condition reports.
- Perform all required truck inspections to ensure proper maintenance and care of equipment.
- Handle artwork at private offices, galleries and residences; professionally secure and transport artwork, all in accordance with museum standards.
- Assist the registration department with labeling artworks and performing condition reports, store and track artwork in our warehouse, as well as our vehicles, in accordance with museum standards.
- Look ahead at upcoming jobs on the calendar and ensure that you are familiar and prepared to execute the full scope or consult with the logistics manager and project manager if there are any uncertainties.
- Ensure strong communication is facilitated throughout the team and that deadlines are continually met.
- Attend occasional department and company-wide meetings and training.
- Keep vehicles and warehouses consistently clean and usable, bringing a proactive approach.
- Inventory supplies and administer reuse/recycling policies.
- Assist the warehouse as needed.
- Perform other related duties as required.

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## Required Skills, Abilities, and Experience:

- Active and clean CDL-B is required, and CDL-A is preferred.
- Must have a clean driving record.
- Must be able to work collaboratively, as well as act independently when needed.
- Professional commitment and adaptability; willingness to safely shift directions for the need of the artwork or client, in a moment's notice.
- Outstanding time management: ability to quickly identify and safely resolve problems, ensuring projects stay on schedule, whilst keeping the client and team in communication.
- Demonstrate concern for detail, accuracy, and precise execution of work, while managing time and efficiency of individual and team performance.
- Experience handling 2D and 3D artworks.
- Excellent customer service as well as strong verbal and written communication skills.
- Maintain compliance with all local, state, DOT regulations, and have the ability to push and pull 150 pounds on a dolly or cart, as well as 50 pounds without mechanical aid and the ability to carry 40 pounds of varying size and shape up to a distance of 90 feet.
- Ability to pass a post-employment background check and MVR.
- Ability to travel 3 consecutive days twice per month (2nd and 4th weeks) of each month.
- Ability to stand, walk, square, bend, kneel, crouch, twist, and reach overhead.
- Ability to be exposed to outside weather conditions, including heat, cold, rain and snow.
- Ability to safely operate a forklift is preferred.
- Familiarity with the use of hand trucks, pallet jacks, J-bars, dollies, scissor lifts, genie lifts and other necessary warehouse equipment.
- Interest or experience in learning inventory management systems.
- Proficient with iPad and PC Tablets. Comfortable using computer databases.

The OTR Swing Team Driver (SoCal) position offers opportunities on our regional 3-5 day route that typically occur Monday through Friday 1-2 times per month, with warehouse load and unload time on both ends of each route. When not on the road, there are opportunities for additional local work if desired. Routes will start and end in San Francisco, with occasional needs to work night and weekend shifts.

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## To Apply:

Please email resume with the subject line **“OTR Swing Team Driver (SoCal) – Last Name”** to [artservicesjobs@minnesotastreetproject.com](mailto:artservicesjobs@minnesotastreetproject.com). No calls, please. Thank you for your interest in Minnesota Street Project.

## Benefits:

Minnesota Street Project offers a competitive benefits package for part-time positions that includes a benefit allowance for qualified medical expenses, Paid Vacation and Sick time off and Parental Leave, Retirement Savings, 401-k Plan, and Pre-Taxed Commuter and Childcare Benefits.

## Equal Opportunity Employer:

Minnesota Street Project provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.