



INDIANAPOLIS MOTOR SPEEDWAY MUSEUM POSITION DESCRIPTION

<u>Position Title:</u>	Vehicle Collection Detailer
<u>Department:</u>	Curatorial staff
<u>Reports To:</u>	Curator of Vehicles
<u>Location:</u>	IMS Museum, 4750 W. 16th Street, Indianapolis, IN 46222
<u>FLSA Status:</u>	Non-Exempt, Full-time
<u>To Apply:</u>	Send Resume & Cover Letter: museumjobs@brickyard.com **Please do not apply via social media. Your resume will not be reviewed.

Overview:

The Indianapolis Motor Speedway Museum is looking for an automotive detailer to care for the Museum's automotive collection. The Museum's collection includes over 200 automobiles ranging from historic race cars to classic Indiana-built passenger cars. The candidate must have attention to detail and previous experience in the automotive detailing field. Familiarization with various paint types is preferred and an interest to keep up to date on the latest detailing techniques and technology. In addition to maintaining the Museum's collection, this position also provides security and transportation for the Borg-Warner Trophy to various events and represent the Indianapolis Motor Speedway Museum in a positive and fan-friendly manner.

SPECIFIC DUTIES:

- Perform routine maintenance and detailing to preserve the automotive finishes and components of the IMS Museum's historic vehicle collection. Maintenance and detailing duties must be performed on time for the following:
 - Upcoming IMS Museum exhibitions; loans to external organizations; Indianapolis Motor Speedway events; public display for tourism purposes as well as Concours d'Elegance and Concours-style events.
 - Continual cosmetic maintenance and upkeep of the vehicles displayed on the Museum floor and in the Basement Collection. Duties are as follows, but not limited to: dusting the vehicles, polishing wheels and other metal components, monitoring and maintaining air pressure in tires.
- Transport Museum-owned vehicles and collection items to special events across the United States (must have valid Indiana driver's license).
 - Work with third-party logistics companies to load in/out Museum vehicles and artifacts.
- Serve as handler, security, and polisher for the Borg-Warner Trophy, traveling with it to special events.
 - Must be or become familiar with Borg-Warner Trophy and IMS history and represent the IMS Museum at events, promoting and protecting the brand.

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- Must be available for domestic and international travel via auto and air. Possession of a passport or willingness to acquire one is preferred.
- Assist curatorial staff with organizing, installing, deinstalling and operations of Museum exhibits and special events, including Indianapolis Historic Racing Exhibition, Pace Car reunions, Cars & Coffee, and other events as needed.
- Organize and perform data entry in IMS Museum's digital vehicle database, coordinating with the Curator of Vehicles. Utilizing these databases to create a record of appearance detailing processes and upkeep.
- Maintain a clean, orderly, and safe work area.

QUALIFICATIONS:

- High school graduate or GED required.
 - Previous employment as an automotive detailer or similar position is strongly preferred with attention to detail.
- Must possess a valid Indiana driver's license.
- Must have experience with detailing tools and technology to achieve desired results; knowledge and skill with paint-correcting equipment and techniques required.
- Familiarity with and proper use of polishes and other Museum-quality vehicle care products.
- Must be willing to stay up to date with advancements and best practices in auto detailing technology and best practices in moving and operating historic race cars and passenger vehicles.
- Working knowledge of primary auto care.
- Must be computer-savvy and familiar with Microsoft Office applications.
- Must have a working knowledge of the history and operations of Indianapolis Motor Speedway and its events, along with good written and oral communications skills, public speaking skills, and interpersonal communications.
- Must be physically able to lift a minimum of 40 pounds and assist staff in pushing heavy vehicles. Must be able to team lift the Borg Warner Trophy (110 pounds) and various transport crates (up to 240 pounds).
- Must be willing to work early mornings, evenings, and weekends for events, particularly leading up to and during Indianapolis 500 activities, plus other IMS event weekends, plus IMS Museum events and other community events.
- As a representative of one of the world's premier automotive and motorsports museums, this candidate must have enthusiasm for and commitment to the IMS Museum's vision, mission, values, and goals.
- Must protect IMS Museum interests when holding confidential or proprietary information.
- Must be a positive ambassador for the Museum in the greater Indianapolis community.
- Must be a team player and flexible, willing to work under the direction of others or also serve as manager/leader of projects, depending on need.

TO SUBMIT RESUME & COVER LETTER: museumjobs@brickyard.com