



INDIANAPOLIS MOTOR SPEEDWAY MUSEUM
POSITION DESCRIPTION

<u>Position Title:</u>	Vehicle Collection Specialist
<u>Department:</u>	Restoration
<u>Reports To:</u>	Restoration Manager
<u>Location:</u>	IMS Museum, 4750 W. 16 th Street, Indianapolis, IN 46222
<u>FLSA Status:</u>	Non-Exempt, Full-time

Overview:

The Indianapolis Motor Speedway Museum is looking for a Vehicle Collection Specialist to identify, document, and inventory the Museum's various automotive items and parts in the collection. In addition to inventory, this position will maintain and update the Museum's vehicle database systems, Past Perfect and Speed Digital. This position will assist in research in vehicle collection and assist in various Restoration and Curatorial projects.

SPECIFIC DUTIES:

- Work with the Restoration and Collection Managers to develop and maintain an inventory program for the vehicle collection and parts. Import inventory into Past Perfect and Speed Digital database software. Maintain and update records in the appropriate database software.
- Work with identifying and documenting IMS Museum-owned vehicle parts and equipment.
- Identify and collaborate with third-party experts to consult in documenting Museum-owned parts.
- Complete vehicle condition reports for incoming and outgoing automotive loans. Inputting vehicle condition reports into the PastPerfect and Speed Digital software.
- Assist with moving vehicles from storage and the Museum exhibition space as needed. This includes pushing and securing vehicles.
- Transport vehicles to and from the Museum as needed.
- Assist in maintaining descriptive captions for the Museum's automotive collection.

- Conduct research relative to automotive and racing topics.
- Assist restoration staff as needed on special projects.
- Assist curatorial staff with organizing, installing, and operating Museum exhibits and special events, including Indianapolis Museum-produced exhibitions, Pace Car reunions, Cars & Coffee, and others as needed.
- Assist the Controller with periodic inventories of the Museum's vehicle collection, as directed by the Restoration Manager or his or her designee.

Reports principally to the Restoration Manager and may periodically receive assignments from the Vice President of Curation and Education.

Knowledge/Skills:

- Bachelor's degree in history, automotive technology, or three years of similar work experience. Previous employment in an automotive museum, vintage automotive restoration shop, race team, or similar organization is preferred but not necessary.
- Excellent written and oral communication and public speaking skills, with an emphasis on interpersonal relations.
- Must be comfortable transporting vehicles via truck and trailer and securing cars for transportation.
- Working knowledge of vintage vehicle operation is strongly preferred.
- The capacity to operate a manual transmission is strongly preferred.
- Must have a valid driver's license in the State of Indiana.
- Working knowledge of the history and operations of the Indianapolis Motor Speedway and races occurring at the Speedway, and vintage passenger car history.
- Working knowledge of primary automotive care.
- Ability to work collaboratively with a variety of people with different skills and abilities to develop multi-faceted exhibits.
- Ability to use tools and technology to achieve desired results.
- Ability to use MICROSOFT Office products (WORD and EXCEL) and the capability to learn Museum used database software such as PastPerfect and Speed Digital and other software technology systems.

Complexity/Problem Solving:

- Ability to manage several projects and varying deadlines simultaneously.
- Ability to develop solutions to problems that arise in work projects.
- Experiments to find creative solutions.
- Enjoys the challenge of unfamiliar opportunities.

Communications/Interpersonal Contacts:

- Ability to communicate effectively with a wide variety of people.
- Keeps colleagues and supervisor informed of the progress of tasks and issues that require supervisor's resolution.
- Knows when to ask questions to seek guidance and when to move forward on his or her own.

Working Conditions/Physical Demands:

Work requires the ability to stand for an hour or more at a time and other physical exertions and/or physical strains, which may be significant (e.g., pushing cars, lifting objects weighing 40 to 50 pounds, lifting trailer tailgate, etc.) May involve infrequent exposure to disagreeable weather conditions. Must periodically work weekends (month of May, Cars & Coffee Saturdays, other race events requiring Museum involvement).

Work Environment:

The work environment characteristics described here represent those employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

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