



INDIANAPOLIS MOTOR SPEEDWAY MUSEUM
POSITION DESCRIPTION

<u>Position Title:</u>	Vehicle Collection Detailer
<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 an automotive detailer to administer the care and preservation of the Museum's automotive collection. The Museum's vehicle collection comprises over 200 automobiles ranging from various race cars to classic Indiana-built passenger cars. The candidate must be detail-oriented and have previous experience in the automotive detailing field. Familiarization with multiple paint types is preferred and is interested in keeping up with the latest detailing techniques and technology.

SPECIFIC DUTIES:

Full-time (40 hours per week) position to work with a variety of Museum staff to:

- Detail, maintain, and preserve the automotive finishes and components of the Museum's vehicle collection. Prepare Museum vehicles and trophies for upcoming Museum exhibitions, public display, and loans to outside organizations.
- Detail and prepare Museum vehicles scheduled to appear at Concours d'Elegance events across the country.
- Maintain the appearance of cars on loan to the Museum for exhibitions, including their tire pressure.
- Transport Museum vehicles and other collection objects to outside venues, locations at the Indianapolis Motor Speedway, and external organizations and events.

- Work with third-party logistics companies to load in/out Museum vehicles and artifacts on vehicle transport trailers.
- Assist with organizing and implementing Museum events (i.e., IMS Museum-produced exhibitions, Pace Car Reunions, Museum's Cars & Coffee, Fuel-Up Fridays, Distinguished Speaker Series, etc.)
- Provide routine maintenance to Museum vehicles
 - (i.e., charge batteries and remove and install automotive batteries, monitor tire pressures, diagnose minor operating problems)
- Maintain the visual appearance of the vehicle storage areas. Must be able to move vehicles into place by pushing them.
- Assist restoration and curatorial staff as needed on special projects.

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

QUALIFICATIONS:

- High School or GED education.
- Previous employment as an automotive detailer or similar profession is preferred.
- Must have the ability to use detailing tools and technology to achieve desired results. Preferred knowledge and skills will include a solid understanding of how to use paint correcting techniques and equipment (i.e., buffing compounds and buffing machines, rotary, and dual-action polishers). Must have the ability to keep up to date with information and advancements in automotive detailing technology and best practices in the automotive detailing field.
- Understands best practices when it comes to moving and operating historic vehicles. Must be detail orientated and provide for the safe movement of the Museum's collection objects, particularly automobiles.
- Must be able to operate vehicles in both manual and automatic transmissions.
- Preference is to have previous automotive transportation experience. Must be comfortable with loading and securing vehicles and objects in trailers. Must be comfortable with driving a passenger truck and a single-car trailer.
- Must have a working knowledge of primary automotive maintenance.
- Written and oral communication and public speaking skills.
- Preference is to have a working knowledge of the history and operations of the Indianapolis Motor Speedway and races occurring at the Speedway. Working understanding of race, passenger, and pace cars.
- Ability to use computer and database software, MICROSOFT Office products (WORD and EXCEL), and other software and hardware technology systems.

Complexity/Problem Solving:

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

Discretion/Latitude/Decision-Making:

- Ability to work independently, without direct supervision.
- Maintains confidentiality of proprietary, confidential, and sensitive information.
- Has a high degree of personal and professional integrity, acts ethically, and avoids conflicts of interest.
- Ability to prioritize projects and adjust priorities considering changing needs and circumstances.
- Follows through promptly and delivers work products on time and in acceptable condition/quality.

Communications/Interpersonal Contacts:

- Ability to communicate own plans and ideas to colleagues and individuals or organizations involved with the Museum's vehicle operations and exhibits.
- Ability to communicate effectively with a wide variety of people.

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 at times may be significant (e.g., pushing cars, team lift objects weighing 75 - 100 pounds, lifting trailer tailgate, etc.). May involve infrequent exposure to varying weather conditions. Must periodically work weekends (month of May, Cars & Coffee events, and other race events requiring Museum involvement).

Work Environment:

The work environment characteristics described here are representative of those an 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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