

Monday, May 15, 2023

## Driver

Company: Jacob's Pillow Dance Festival  
Location: Becket, MA  
Compensation: \$17-\$25/hour

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Title: Driver

Status: Part Time Hourly, Seasonal: May 30, 2023 through September 2, 2023 (start/end dates are flexible, based on availability)

Compensation: \$17-\$25/hour

Reports to: Artist Services Manager

Department: Programming Department

Works with: Programming Department team, Festival staff, visiting dance company members, faculty, and students

Drivers are an integral part of the Programming Department team working to provide transportation for artists to and from nearby cities (Boston, NYC), airports, train stations, and bus stops. Additionally, drivers will need to assist with picking up and delivering various supplies from a variety of vendors. Drivers will report directly to the Artist Services Manager, but will often work closely with the Programming Department Team on scheduling and details. Hours will be varied and may require some on call hours. Attention to detail, punctuality, driving experience, and friendly hospitality are the most sought after qualities in a candidate.

### RESPONSIBILITIES

- Pick up/drop off from residence, airports, trains, and/or bus stations
- Perform all driver runs as assigned by Artist Services Manager
- Drop off mail and express packages as needed
- Maintain the cleanliness, appearance, and stock of car supplies in all Pillow vehicles
- Complete log of all trips taken and return any receipts acquired to the Artist Services Manager
- Other duties as assigned

### REQUIRED QUALIFICATIONS

- Strong interpersonal communication and experience working in customer service
- Navigation skills including map reading and usage of GPS systems
- Punctuality, discretion, and detail-oriented
- Driving long distances in a variety of vehicles including a 12 passenger van, cargo van
- Valid driver's license
- Clean driving record
- Willingness to drive back and forth to NYC, Boston
- Clear Background Screening
- Covid-19 Full Vaccination with two boosters

SCHEDULE Hours vary and are mutually agreed upon by Driver based on their preferences and Artist Services Manager.

Jacob's Pillow Dance Festival  
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<https://www.jacobspillow.org/employment/>

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