



POSITION ANNOUNCEMENT

Job Title: **ART HANDLER DRIVER**

Job Posting Number: **0043-18**

Location: **Long Island City, NY**

FLSA: **Non-exempt/Full-time**

WHO WE ARE

Artex is the nation's largest and most comprehensive fine art service provider to museums, galleries, auction houses and private collectors. We specialize in the safe handling of fine art, antiques and museum objects of all kinds. We provide transportation, crating and packing, storage, installation, rigging, and conservation services to museums, galleries, and auction houses as well as private and corporate collections. No matter the size or scope of the job, we provide solutions that meet or exceed the expectations of our clients, while ensuring them the most cost effective service possible. For this reason, ARTEX is routinely chosen to handle the most complex and demanding of projects, ranging from entire museum relocations to the shipment of an individual piece.

THE ROLE

Reporting to the Transportation Manager, the Art Handler/Driver would be responsible for on-site packing (when needed), transporting, and or installing/de-installing artwork for our clients. Training provided by Artex- Flexible and varied schedules available.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understands basis aspects of art handling and installation of artwork in a safe and efficient manner.
- Packs and handles artwork for delivery.
- Loads and unloads trucks.
- Operates a company vehicle to safely deliver product to customers.
- Reviews all paperwork to insure complete and accurate deliveries.
- Communicates with Dispatch via cell phone timely information concerning deliveries.
- Maintains compliance with all local, state, and federal regulations.
- Performs all required truck inspections as prescribed by local, state and federal requirements.
- Maintains all required paperwork i.e. truck log, top-sheets, bills of lading of jobs in progress, and returns reconciled expense reports with receipts.
- Performs emergency roadside repairs when applicable and/or contacts service vendors when appropriate.

- Provides friendly, quality professional service to customers always and develops close working relationships.
- Performs other incidental and related duties as required and assigned

QUALIFICATIONS:

- 3 years of art industry experience, with knowledge of handling, packing and installing art work;
- 3 years of professional driving experience;
- Good driving record;
- Must be willing and capable to work a flexible schedule. Available for occasional overtime hours;
- Some regional travel may be required.
- Ability to resolve routine questions/problems.

EDUCATION:

- High School Diploma or GED equivalent, college degree preferred.

LANGUAGE SKILLS:

- Excellent skills in communicating effectively in oral and written form.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

Valid Driver's License. License must be in accordance with the Federal Motor Carrier Safety Administration's designation of classes:

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk, stand, sit, bend, lift, and use hands. Movement may occur in warehouses and offices. Employee will be in truck cab for extended periods and must exhibit physical agility to enter and exit trucks and/or trailers. Specific vision abilities required by this job include vision and ability to adjust focus. Employee will be exposed to outside weather conditions on a frequent basis.

Employee must be able to lift 75lbs unassisted and must be able to frequently lift and/or move up to 300lbs with assistance of mechanical equipment. Noise level is usually moderate.

The physical demands described here are representative of those that an employee may perform on an occasional to regular basis while performing functions of this job. Reasonable accommodations may be made to enable individuals to perform these functions.

HOW TO APPLY

Please send resume to abrown@artexfas.com with "0043-18 Art Handler Driver" in the subject line.

Consideration will be granted Only to those who possess the minimum requirements as stipulated. Protected Veterans are encouraged to apply. Artex, Inc. is a federal contractor and an EOE AA M/F/VET/DISABLED employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, medical condition or disability or

protected veteran status. If you need reasonable accommodation for any part of the application and hiring process, please contact the Human Resources Department at (301) 909-5502.