

**THE
SANTA FE
OPERA**



**The Santa Fe Opera
Job Description – Seasonal Driver
Reports to: Assistant Facilities Manager
Department: Facilities**

Duties/Responsibilities

This job involves driving Opera vehicles under the direction of the Assistant Facilities Manager. This will primarily involve making trips to airports and train stations in the Albuquerque and northern New Mexico areas to pick up artists, designers and other Opera employees. Other duties of the full-time driver including, but not limited to, maintaining the company swimming pool and picking up and delivering rental cars. You will also occasionally pick up or deliver other goods. Supervisor may assign other duties.

Employment Standards

Knowledge:

- Must be familiar with streets and directions in the Santa Fe and Albuquerque areas.

Skills:

- Ability to communicate clearly.
- Must be able to safely drive a motor vehicle observing all traffic laws and rules of the road.
- Ability to safely navigate driving directions independently.
- Comfort in interacting with passengers in a cordial manner.
- Multilingual speaker is a plus.

Licenses:

- Possess a valid driver's license.
- Must have a clean driving record and consent to a motor vehicle background check.

Hours/Restrictions:

- Up to 40 hours per week with a daily schedule that varies based on transportation needs. Some flexibility of hours may occur due to scheduled events during the course of the year. Weekend work is necessary (hours over 40 per week paid at time and a half).
- Wages begin at \$18.00/ hour.

Physical Standards:

- Ability to lift up to 50 pounds of luggage into vehicles for passengers.
- Capable of spending time on your feet walking, standing and climbing stairs.

Uniform:

- A uniform (shirt) is required and will be provided.