



Title:

Truck Driver / Art Handler (Immediate Hire)

Description:

At Guardian Fine Art Services, we're passionate about protecting and preserving the tangible assets of our private clients, families, estates, museums, and corporations. As Wisconsin's only fine art storage and services company, we offer a unique and growing environment with a small, dynamic team.

We are seeking an experienced Truck Driver / Art Handler to join our dedicated staff. A central component of this position is the safe operation of our fleet of commercial vehicles, including box trucks, and cargo vans. A CDL is not required, but experience driving commercial vehicles, and a clean driving record are essential. As an Art Handler you will engage in a variety of additional activities including art installation and deinstallation, packing, building packing material, helping to maintain accurate inventory data, and more.

This position is based in our beautiful Milwaukee, WI offices. Regular hours of operation are Monday through Friday 8:00 am to 4:00 pm, and this role has the opportunity for a modified schedule with regular out-of-town and overnight travel. If you thrive in a fast-paced, physical work environment where no two days are the same, this may be the right position for you.

Key Responsibilities:

- Follow lead on projects as assigned by the Director of Operations or Project Manager. This includes following directions from other staff on site, and communicating with the project leader if a problem arises.
- Complete basic paperwork as needed, such as the Bill of Lading and timesheets. Submit to Director of Operations in a timely fashion.
- Solve problems quickly while on job sites or in our facility.
- Participate as a crew member for packing, unpacking, crating, moving, and installation of art objects. Exceptional care must be executed at all times.
- Assists in art inventories.
- Understand the business of Guardian, such as logistics, storage, crating, installation, and collections management, and our procedures including proper art handling.
- Understand the values of Guardian: confidentiality, trust, privacy, security, professionalism, knowledge of art and the art market.
- Maintain exceptional client-oriented attitude.
- Occasional travel required.

- Must be able to safely and comfortably drive a 20' box truck around the Midwest following all DOT regulations and laws.
- Follow all safety protocols as instructed by on-site project lead.
- Work on internal projects, such as setting up warehouse spaces and internal movement of artwork. Other projects as assigned.

Qualifications:

- At least 2+ years' experience driving commercial vehicles. Preference given to experience with driving box trucks.
- At least 1+ years' experience with art handling, packing, and installation.
- A high school diploma is minimum requirement; college degree or equivalent experience preferred.
- Must have excellent written and verbal communication skills.
- Basic math skills required.
- Basic knowledge of business procedures and must be able to use, or be willing to learn to use, standard business machines such as copiers, computer terminals, and personal computers.
- Must be able to learn industry specific software to enter and track client information.
- Must have valid driver's license and clean driving record.
- Must be physically able to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Compensation & Benefits:

This position could be full-time or part-time, depending on availability. The starting hourly wage for this position is between \$21.00 and \$25.00. We determine the final compensation based on your relevant experience, skills, and qualifications. Additionally, you'll be eligible for flex time and bonuses for overnight jobs. Benefits are pro-rated for part-time employees; some benefits are available only for full-time employees.

This full-time position will be eligible for benefits including:

- Company-funded dental and vision benefits
- 401(k) with a company match
- Company-sponsored Life and LTD insurance
- Monthly phone stipend
- Paid holidays and additional PTO
- FSA / DCFSA Programs and Employee Assistance Program benefits
- Voluntary Accident and Critical Illness insurance coverage

How To Apply:

To apply, please submit your resume as a PDF to Katie Steffan at ksteffan@guardianfineart.com. Cover letters are not required for this position, but you can tell us a bit about yourself in the email itself.

Guardian Fine Art is an Equal Opportunity Employer. We are committed to providing employees with a safe and welcoming work environment and prohibit discrimination and harassment of any kind. All employment decisions at Guardian are based on business needs, job requirements, and individual qualifications without regard to race, color, religion, gender identity, sexual orientation, national origin, veteran or disability status, or any other protected status in the areas where we operate.