

POSITION TITLE:	Part-Time Driver
REPORTS TO:	Operations Manager and Operations & Facilities Director
WORK SCHEDULE:	Part-Time, varies to include evenings and weekends
WORK LOCATION:	Los Angeles and Culver City
STATUS: (Exempt/Non-Exempt):	Non-Exempt
COMPENSATION:	Hourly. Starts at \$20/hour.
BENEFIT STATUS:	Eligible for Sick Time under LA Ordinance.
DEPARTMENT:	Operations

ABOUT THE COMPANY

At Center Theatre Group, we believe theatre creates an extraordinary connection between artists and audiences. As one of the nation's most influential non-profit theatre companies, we provide the broadest range of theatrical entertainment in the country at the Ahmanson Theatre, the Mark Taper Forum and the Kirk Douglas Theatre. Whether it's producing new work through our robust artistic development programs or engaging people of all ages and backgrounds across Los Angeles through our community and education programs, we put theatre at the center of it all.

Center Theatre Group commits to creating a safe space where access, belonging and a positive workplace culture are rooted in all levels and aspects of our work. We aim to attract, nurture and retain staff in a supportive home where we can be our best selves. We celebrate our commonalities and embrace our differences in order to ensure that everyone has access to our work onstage, behind the scenes and in the community.

POSITION SUMMARY

Responsible primarily for driving, acquiring and delivering items for Center Theatre Group. Provides labor to maintain vehicles, offices, rehearsal and warehouse spaces.

PRIMARY RESPONSIBILITIES [list as many as needed]

- Conduct oneself at all times with the awareness of being the first point of contact between some artists, vendors and Center Theatre Group.
- Arrange optimal driving routes, taking into consideration traffic, the time of day and possible obstacles.
- Safely load, unload and secure items from CTG Warehouse, Shop, Annex and various vendors for all CTG and Music Center (TMC) spaces as required.
- Operation of company vehicles including Ford F-150 trucks, 16 ft. stake bed trucks, cargo van, passenger vehicles, forklifts, Genie lifts and order picker. (CTG will provide training and certification when required.) On occasion, an 18ft or 24 ft. stake bed truck will be rented and operated.
- Ensure vehicles are clean and well-maintained and report problems with them.
- Maintain regular and consistent communication with the Operations Coordinator while obeying all safety regulations and traffic laws.
- Execute, manage and reconcile petty cash, credit card and P.O. purchases.

- Open and secure all CTG affiliated buildings.
- Demonstrate ongoing commitment to CTG's equity, diversity and inclusion initiatives and values, and demonstrate an ongoing commitment to an anti-racist work culture.
- Provide weekly availability of a minimum of 15 hours, two-weeks in advance of schedule release.
- Maintain discretion at all times especially while driving artists, CTG employees and others whole driving, onstage, backstage or elsewhere while on or off duty.
- Run errands as assigned by the Operations Coordinator, Operations Manager, Production Manager or Facilities.
- Light carpentry duties as needed.
- Demonstrate an ongoing commitment to ensuring that access, belonging and a positive workplace culture are rooted in all levels and aspects of our work.

SECONDARY RESPONSIBILITIES:

- Pick up and drop off artists, employees and/ or equipment to and from various CTG affiliated locations safely and efficiently while following traffic regulations at all times.
- Provide non-emergency transportation to and from Urgent Care if needed for employees and staff.
- Provide assistance to set up and break down various events and meetings.
- Safely load, unload and secure items from CTG Warehouse, Shop, Annex and various vendors for all CTG and TMC spaces as required.
- Light maintenance of company vehicles.
- Assist Facilities with cleaning duties as needed.
- Other duties as assigned.

Center Theatre Group provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties.

QUALIFICATIONS

- English speaking. Spanish fluency a plus.
- Microsoft office (Word, Excel, Outlook)
- Able to multi-task and work independently.
- Familiarity with Los Angeles, surrounding area, freeway system and traffic patterns and good with directions/maps.
- Ability to use a computer and smart phone to access email and the Internet
- Act as a role model by demonstrating behavior and work ethic expected of all CTG employees.
- Skilled in using hand tools and power tools.
- Strong commitment to equity, diversity and inclusion

MINIMUM REQUIREMENTS

- Ability to work a flexible schedule, including days, nights and overtime hours.
- Demonstrate pride of ownership in the operation of CTG vehicles.
- Able to obtain auto insurance.
- Maintain a clear head and flexibility in a dynamic working environment.
- Must be able to regularly stand, stoop, bend, kneel, reach and climb in various positions to perform tasks.
- Company required valid California driver's license with good driving record.

- Must be able to operate various personnel lifts, vehicles and forklifts. Company requires certificates and will provide training. Employee must maintain a clean driving record such that they are able to be insured by Center Theatre Group's automobile insurance policy (Inability to remain insured by CTG's policy may result in termination).
- First Aid Certification. Company will provide if needed.
- Demonstrated ability to work well with people of diverse backgrounds.
- Ability to comfortably and repeatedly lift up to 50 lbs to waist height and 20 lbs to head height.
- Ability to sit, type and work at a computer for extended periods of time.
- Clean driving record and valid driver's license.

All employees are required to pass a background check.

In order to ensure a safe and healthy workplace, CTG recommends that all employees stay current with COVID-19 vaccinations and boosters.

COMPENSATION

\$19/hour

HOW TO APPLY

Tell us why you are the ideal person for this job.

Please send your resume and cover letter to pwylie@ctgla.org. Please be sure to include the position title in the subject line of the email. Due to the heavy volume of resumes received, emails that do not include the job title in the subject line of the email may not be considered. In the cover letter, please indicate how you became aware of this position, e.g., name of website, current employee, other source.

No phone calls please. We will contact qualified individuals to set up interviews.

Center Theatre Group is an equal opportunity employer and does not discriminate against any applicant on the basis of race, religion, sex, sexual orientation, gender identity, marital status, color, ancestry, disability, age, national origin, pregnancy, veteran/military status, genetic information or any other basis prohibited by law. CTG will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance.