

*Job Description***Transportation Manager**

**Boston University Tanglewood Institute** (BUTI) is recognized internationally as a premier summer training program for aspiring young musicians and is the only program of its kind associated with one of the world's great symphony orchestras. Under the guidance of distinguished professionals, and in the presence of the Boston Symphony Orchestra (BSO), students are immersed in an atmosphere of extraordinary music making fueled by high artistic standards, rigorous programming, and a rich legacy of learning and performance.

**Responsibilities**

This position supports on and off-campus operations, reporting directly to the Business and Operations Manager. The Transportation Manager (TM) is responsible for facilitating all transportation needs of BUTI. The TM will schedule buses and small vehicle travel and must:

- Work with our contracted bus service and drivers
- Work closely with academic program staff who create program schedules
- Work with other academic staff and community engagement staff
- Work with student life staff members who create non-academic activities requiring transportation
- Manage incidental needs for off-campus transportation, such as medical appointments and religious services

Bus Transportation

- Create weekly driver schedules
- Maintain records of bus mileages and driver hours
- Communicate weekly hours to our bus company
- Create clear protocols for managing needs during any absence or time off

Airport Shuttles

- Oversee final scheduling of shuttles on move-in and move-out days
- Greet students at the airport
- Manage transportation to campus for any delayed arrivals

Small Vehicles

- Help pick-up and drop off vehicles at the beginning and end of the season
- Ensure vehicles are in good condition
- Maintain vehicle use logs
- Oversee fueling and maintain logs
- Review driving records for any BUTI personnel operating a BUTI vehicle

Student Life Team Support

As a member of the Management Staff, the TM will provide support to sessions for student life staff training, attend staff meetings with academic and student life staff, and assist with the opening and closing processes for the summer season. The TM must help develop a positive environment in the office. The nature of this position requires a willingness to work flexible hours.

Additional responsibilities: Other projects may be assigned as dictated by the needs of the program and campus operations. A pro-active attitude, attention to detail, and willingness to take initiative are necessary. The TM is expected to maintain and communicate transparent office hours. Candidates must hold a valid driver's license.

**Qualifications**

Completion of an undergraduate degree preferred. Professional communications skills are necessary. Ability to assimilate and organize a broad range of information. Working knowledge of word processing, spreadsheet, and database software applications is needed. Must hold a valid U.S. driver's license.

All positions are enjoyable and educational but demanding in terms of the required time and energy a successful candidate must commit. The positions are live-in (summer only), and the hours staff members work are often dictated by the necessities of the student community rather than by convenience.

Compensation includes stipend of \$5,000, living accommodations, daily breakfast/brunch, lunch and dinner, local telephone service, and a Tanglewood ground pass. The period of employment for this position is from June 10 through Thursday, August 20.

**Apply online for this and other summer positions at [www.bu.edu/cfa/tanglewood/employment](http://www.bu.edu/cfa/tanglewood/employment). A cover letter outlining your interest and qualifications along with a work resume are required.**

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