

# NCM Delivery Program Host



**INCUMBENT:** Vacant  
**REPORTS TO:** Delivery Program Manager  
**LOCATION:** Bowling Green, KY  
**STATUS:** Part-time as needed, Hourly  
**DATE:** February 24, 2020

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## DESCRIPTION

The National Corvette Museum (NCM) Delivery Host is responsible for executing a positive and memorable experience from start to finish for customers who have chosen to take delivery of their new Corvette at the Museum. This position will conduct General Motors Bowling Green Assembly Plant and Museum guided tours as well as stage delivery vehicles, ensure the completion of required paperwork, and provide a hands-on presentation of vehicle features.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet and welcome delivery program participants while escorting them to and from the NCM and GM Bowling Green Assembly Plant.
- Conduct GM Bowling Green Assembly Plant and Museum guided tours ensuring a hospitable environment and rewarding learning experience.
- Administer an in-depth hands-on explanation of the Corvettes technical features and answer all questions or concerns the customer may have.
- Safely drive and stage delivery vehicles inside and outside of the Museum.
- Prepare and complete all necessary financial, vehicle, and delivery benefits paperwork.
- Take photos of the customer and their Corvette as part of the delivery process.
- Responsibilities are not all inclusive, additional duties may be assigned.

## EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- Existing knowledge of the Corvette, GM Bowling Green Assembly Plant, and/or National Corvette Museum preferred.

## QUALIFICATIONS

- Must be an organized and detail-oriented individual who has strong interpersonal and communication skills to effectively communicate with individuals from diverse backgrounds.
- Capability to learn new material and information about the GM Bowling Green Assembly Plant and willingness to invest time to stay informed about the Museum, its exhibits and events.
- Ability to identify and resolve problems efficiently.
- Ability to speak comfortably and positively to the public in both a one on one setting and in a group setting.
- Must be able to work independently and under pressure in a fast-paced environment.
- Ability to manage a flexible work schedule.

- Ability to adapt and learn new technology.
- High level of commitment to team and company values.
- Valid state driver's license required.

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

- Must have sufficient mobility to move around the Museum, GM Bowling Green Assembly Plant, and community.
- Ability to stand and/or walk for extended periods of time.
- Ability to operate a computer and other office equipment.
- Ability to safely operate a motor vehicle.
- Ability to lift and carry up to 10 lbs.