



# GRAND STAGE

**Chicago Spotlight**  
*Rentals, Events & Production*

**art drapery studios**  
*Stage Rigging & Drapery*

3418 N Knox Ave., Chicago, IL 60641  
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www.GrandStage.com

Job Description  
Fabrication Shop Assistant  
Located at Knox Ave Location

3/28/2022  
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## Job Description

**Position Title:** Fabrication Shop Assistant

**Reports To:** Fabrication Shop Manager

**Summary:** The Fabrication Shop Assistant shall work with the Art Drapery Division of Grand Stage to further its mission to create and install theatrical drapery, entertainment rigging, and other custom machinery for the stage. Responsibilities include metal fabrication, welding, painting, and installation of rigging hardware. Additionally maintaining inventory of track and components, hand line, ropes and other rigging and construction equipment.

### Duties and Responsibilities:

- Investment in the fabrication process
  - o Develop proficiency with all processes and tools in our shop including cutting, welding, grinding, and painting
  - o Perform regular safety checks and maintenance on all company tools
  - o Collaborate with Rental Department regarding building space utilization and staffing
  - o Practice and promote safe working techniques
- Assist with installation trucking needs
  - o Maintain Illinois Class C driver's license with clean driving record
  - o Maintain vehicle records in collaboration with Rental Department
  - o Be flexible with hours in conjunction with project calendar, including occasional evenings and weekends
  - o Assist with other deliveries as necessary



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- Maintain track and rigging hardware inventories
  - Assist with project and consumable sales as required
  - Assist with maintenance of retail and warehouse facilities
  - Assist with day-to-day operations of family-owned business and any other responsibilities as requested by the Project Managers, General Manager, or President

**Ideal Candidates will ideally possess the following:**

- Creative problem-solving skills with mechanical aptitude
- Good interpersonal and communication skills; both written and verbal
- Team player with positive attitude
- Excellent customer service skills
- Ability to multi-task, set agendas and handle several projects simultaneously
- Ability to lift and carry equipment up to 50 pounds

Interested applicants should submit their resume to [resumes@grandstage.com](mailto:resumes@grandstage.com).