



GRAND STAGE

Chicago Spotlight
Rentals, Events & Production

art drapery studios
Stage Rigging & Drapery

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Job Description
Marketing & Social Media
Located at Knox Ave

November 4, 2022
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Job Description

Position Title: Marketing & Social Media Associate

Reports To: General Manager

Summary: The Marketing and Social Media Sales Associate will be responsible for shaping the company's public face through print, social media, web store, and traditional marketing channels. Additionally, they will work with the management team to develop our screen printing division. They will work with retail customers and staff to maximize customer experience and value while maintaining an orderly, safe, and efficient work environment.

Duties and Responsibilities:

- Complete investment in the corporate branding
- Update and grow the E-Commerce and company websites
- Foster Grand Stage's presence on social media
- Curate various company blogs, newsletters, and print advertising
- Implement web-store sales tools including registries, gift certificates, and tiered pricing
- Work with sales staff to increase customer use of online sales tools
- Promote Grand Stage/Chicago Spotlight as a preferred vendor
- Work with management to synchronize company forms and letterheads
- Incoordination with Department managers produce videos and interactive training content
- Create fliers, signage, and catalogs
- Develop templates for use in construction submittal process
- Assemble and organize sales and pricing information
- Attend tradeshow and on-site demonstrations to foster positive customer interactions
- Work with key vendors to coordinate messaging plans
- Assist the Rental Manager with cataloging and listing for sale of used equipment
- Prepare, maintain, and distribute marketing material.
- Generate image files for silk-screening, interact with customers to grow this program
- Assist with day-to-day operations of family owned business and any other responsibilities as may be requested by the General Manager or President
- After hours and weekend work as required



Ideal Candidates will possess the following:

- Good interpersonal and communication skills, both written and verbal
- A positive attitude and be a team player
- Excellent customer service skills
- A strong working knowledge of various social media platforms
- Computer proficient with graphics programs as well as Microsoft Office products
- Creative problem-solving skills with visual aptitude
- A general interest in live entertainment and the creative industries
- The ability to multi-task, set agendas and handle several projects simultaneously

Grand Stage is an established company in the Theatrical Supply industry, now in its fourth generation of family leadership. We offer equipment and technical support to the live entertainment, worship, museum, and broadcast industries, primarily in the areas of dynamic lighting, consumable set construction products, and movable rigging and drapery. While the majority of sales are through B2B and wholesale distribution, several of our products including professional grade make-up and specialty tools are sold in a traditional retail setting. This position will be responsible for assisting all divisions of the company with becoming more approachable to our potential customer base.

Grand Stage is an Equal Opportunity Employer.

Please visit <http://grandstage.com/employment.html> to download an Employment Application.

Interested candidates should send resumes to resumes@grandstage.com.