



GRAND STAGE

Chicago Spotlight
Rentals, Events & Production

art drapery studios
Stage Rigging & Drapery

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www.GrandStage.com

Job Description
Sales Associate
Located at Knox Ave and Grand Ave Locations

3/28/2022
Page 1 of 2

Job Description

Position Title: Sales Associate

Reports To: Sales & Marketing Manager and General Manager

Summary: The Sales Associate is the customer's first point of contact with Grand Stage and shall strive to grow the sales division of Grand Stage. They will work with retail customers and staff to maximize customer experience and value while maintaining an orderly, safe, and efficient work environment. This includes assisting with the sales warehouses, order fulfillment, social media, and e-commerce sales.

Duties and Responsibilities:

- Investment in the entire sales process
 - o Customer service phone calls
 - o Determine product and service offerings
 - o Work with customers to determine needs and develop sales and rental quotations
 - o Prepare and ship customer orders
 - o Promote Grand Stage as a preferred vendor
- Further develop Grand Stage's online presence
 - o Create social media marketing plans and schedules
 - o Update products on webstore as necessary
- Maintain inventory of expendables, including tape, paint, lamps, gel, parts, etc.
- Assemble and organize sales and pricing information
- Track demo gear and sample items
- Update Show Room for seasonal and product needs



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- Assist with day-to-day operations of family-owned business and other responsibilities as may be requested by the General Manager or President
 - Occasional after-hours and weekend work for workshops, festivals, and trade shows

Ideal Candidates will possess the following:

- Working knowledge of theatrical lighting practices and equipment
- Experience with developing digital marketing plans
- Familiarity with Microsoft Office and CRM software
- Good interpersonal and communication skills, both written and verbal
- Excellent customer service skills
- The ability to solve problems, set agendas and handle several projects simultaneously
- The ability to lift and carry equipment up to 50 pounds

Interested applicants should submit their resume to resumes@grandstage.com.