



GRAND STAGE

Chicago Spotlight
Rentals, Events & Production

art drapery studios
Stage Rigging & Drapery

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Job Description
Sales Manager
Located at Knox Ave location

October 31, 2022
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Job Description

Position Title: Sales Manager

Reports To: President and General Manager

Summary: The Grand Stage Sales Team is the first point of contact with customers. The Sales Manager leads this team and works to grow the inside and web-sales divisions of Grand Stage. Interfacing with vendors and staff, they help maximize customer experience and value while maintaining an orderly, safe, and efficient work environment.

Duties and Responsibilities:

- Investment in the consumable and boxed good sales process
 - o Lead, hire, and train sales and customer service staff
 - o Determine and advise on product and service offerings
 - o Work with customers to determine needs and develop quotations
 - o Maintain new item inventory for both boxed good and system sales
 - o Promote Grand Stage as a preferred vendor
 - o Work with Marketing team to manage and enhance the website and E-commerce store
 - o Oversee regular product inventories
- Assist with day-to-day operations of family-owned business and any 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:

- Strong working knowledge of theatrical lighting as well as scenic practices and equipment
- Good interpersonal and communication skills; both written and verbal
- Team player with positive attitude
- Excellent Customer Service Skills
- Familiarity with CRM and POS software and Microsoft Office products
- Creative problem-solving skills with mechanical aptitude
- Ability to multi-task, set agendas and handle several projects simultaneously
- Ability to lift and carry equipment up to 50 lbs.

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