



Job Description

Position Title: Shop Technician

Reports To: Rental Manager, General Manager

Summary: The Shop Technician shall be responsible for all equipment passing through the warehouse including rental gear, bulk sales, and customer repairs.

Duties and Responsibilities:

- Maintain, store and inventory all rental equipment
 - o Prepare equipment for rental orders, checking in returned equipment and inspecting for damage
 - o Assist with customer training, operation, and maintenance of equipment
 - o Perform onsite labor, supervision of crews and equipment, and design work
- Maintain appearance of shop, common, and test areas
- Prepare, test, and repackage projects systems equipment
- Deliver and recover equipment
 - o Obtain Illinois Class C drivers license within 60 days of hire
 - o Maintain clean driving record
 - o Maintain vehicle records in collaboration with accounting department
 - o Assist in scheduling vehicle repairs and regular service maintenance
 - o Assist with deliveries as necessary
- Assist with shop and customer equipment repairs in conjunction with Service Department
- Assist with consumable sales, machine shop, and sewing shop staff 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 may be requested by the Rental Manager, General Manager or President

Ideal Candidates will ideally possess the following:

- Good interpersonal and communication skills; both written and verbal
- Team player with positive attitude
- Excellent Customer Service Skills
- Strong working knowledge of theatrical lighting practices and equipment
- Familiarity with PC computers 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.

Benefits Include

- Health Insurance Program
- Paid Vacation
- Simple IRA Savings Plan

Grand Stage is and Equal Opportunity Employer

Please send application to resumes@grandstage.com