



# GRAND STAGE

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

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

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## Job Description

Systems Integration Specialist

4/5/2022

Located at Knox Ave and Grand Ave Locations

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## Job Description

**Position Title:** Systems Integration Specialist

**Reports To:** General Manager and President

**Summary:** The Systems Integration Specialist is responsible for the specification and sale of theatrical lighting and control as well as track and drapery systems. They will work with specifiers including architects, engineers, designers, electrical contractors, and end users to develop equipment lists, prepare budgets, and complete sales. Typical projects include performance venues, broadcast studios, educational displays, and themed environments. The SIS works in coordination with the Grand Stage quotations, project management, and service teams to provide exceptional product knowledge, ensure hassle-free installations, and develop repeat customers.

### Duties and Responsibilities:

- Investment in the entire sales process
  - o Field customer inquiries from phone and web leads
  - o Determine product and service offerings
  - o Initiate customer contact both from the office and in the field
  - o Work with customers to determine needs and develop sales and installation quotations
  - o Coordinate with project management staff and customers for the duration of the project
  - o Follow up with customers post sale
- Perform site surveys and document existing equipment
- Generate all paperwork required for a successful project including
  - o Equipment lists and Bills of Material
  - o Create installation plans and schedule
  - o Control Risers
  - o Load schedules
  - o Electrical Scope of work
  - o Lineset schedules
  - o Soft good layouts
- Create project budgets and contract bids
- Stay current in industry standards and practices by taking advantage of manufacturer trainings, industry convenings, and trade resources



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- 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 evening and weekend hours, as well as overnight travel as necessary

**Ideal Candidates will possess the following:**

- A strong working knowledge of theatrical lighting and controls equipment
- Knowledge of typical fabrics and materials used in an entertainment setting
- Practical experience in stage lighting and rigging best practices
- A familiarity with CRM software, CAD, and Microsoft Office
- Good interpersonal and communication skills, both written and verbal
- Creative problem-solving skills with mechanical aptitude
- The ability to multi-task, set agendas and handle several projects simultaneously
- The ability to lift and carry equipment up to 50 pounds
- An understanding of building and fire codes as they pertain to live event spaces
- Valid driver's license

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