



# GRAND STAGE

**Chicago Spotlight** art drapery studios

*Rentals, Events & Production*

*Stage Rigging & Drapery*

## **Project Coordinator**

Grand Stage Company has a full time Project Coordinator position available at our N Knox location. Candidate must be energetic, creative, organized, self-starting, and have good people skills. Job functions include responsibility for overseeing lighting, drapery, and rigging contract projects from order acceptance to completion. This includes order acceptance and entry, preparation of submittals, correspondence with customers and manufacturers, scheduling of materials and labor, coordination of timely billing, and completion of project close-out requirements.

### **Requirements:**

- Good interpersonal skills
- Strong organizational skills
- Computer literate in general PC and Microsoft products
- Familiarity with theatrical equipment and process

### **Duties:**

- Coordinate contract requirements including insurance and bonding
- Prepare submittal and closeout documentation
- Schedule materials and labor for installation and renovation projects
- Generate project billing with accounts receivable department
- Create purchase orders and keep inventory records current
- Maintain in-house sewing and machine shop production schedules
- Assist with contract sales specification, quotation and order closing

Preferred candidates will have prior experience with and working knowledge of entertainment rigging and lighting equipment or construction project management. Familiarity with Microsoft Office365 is a plus.

Salary negotiable (includes excellent benefits). EOE.

Send resume and cover letter to: Grand Stage Company, Attn: Gregory Becker, 3418 N Knox Ave. Chicago, IL 60641, E-mail: [resumes@grandstage.com](mailto:resumes@grandstage.com). No phone calls please. Grand Stage Company is an EOE.