



## 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 as well as 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 Promote Grand Stage/Chicago Spotlight as a preferred vendor
  - o Follow up with customers post sale
  - o Assist with marketing efforts including print and online
- Perform site surveys and document existing equipment, including:
  - o Locate and note electrical feeds, dimming panels, signal processing racks
  - o Locate and identify all access points, entry panels, and control receptacles
  - o Record quantities, age, and condition of all soft goods
  - o Overall size of stage with rigging types and locations including manufacturer and installer if available
  - o List all existing consoles, cables, fixtures and accessories
- 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
- Assist with day to day operations of family owned business and any other responsibilities as may be requested by the General Manager or President
- After hours and weekend work as required
- In-town and over-night travel as necessary

**Ideal Candidates will possess the following:**

- Good interpersonal and communication skills, both written and verbal
- A positive attitude and be a team player
- Excellent customer service and problem-solving skills
- Knowledge of typical fabrics and materials used in an entertainment setting
- A strong working knowledge of theatrical lighting and controls equipment
- Practical experience in stage lighting and rigging best practices
- A familiarity with PC computers, CAD, and Microsoft Office365 products
- 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 lbs.
- An understanding of building and fire codes as they pertain to live event spaces
- Valid driver's license

Grand Stage Company is looking for a full time Systems Integration Specialist. Candidate must be energetic, creative, organized, self-starting, and have good people skills. The SIS is the on-site point of contact for the Grand Stage Project's Department and shall strive to grow the installation sales division of Grand Stage. They will work with specifiers, end users, and staff to maximize customer experience and value while maintaining an orderly, safe, profitable, and efficient work environment.

Annual salary mid \$50,000 negotiable (includes excellent benefits).

Grand Stage is an Equal Opportunity Employer.

Please visit <http://grandstage.com/employment.html> for more information and to download an Employment Application.

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.