



JOB DESCRIPTION

TICKET SALES INTERN

Summer 2019

BRIEF SYNOPSIS OF JOB:

An entry-level position providing hands-on experience in collegiate summer baseball ticket sales. Must be a current student (undergraduate or graduate). Requires ability to work flexible schedule, including nights and weekends. Comfortable interacting with all levels within the organization as well as outside contacts. Strong time management and attention to detail. This is a non-paid, for college credit or work experience position. Interns receive commission on ticket sales and are eligible for potential paid seasonal sales positions.

REPORTS TO: Ticket Operations & Sales Manager

RESPONSIBILITIES:

Office duties will include: setting up meetings and cold-calling local businesses, organizations, and fans regarding group outing and season ticket opportunities, coordination and logistics of group outings and season ticket packages, general sales (single game tickets, fundraising tickets, complimentary tickets), collecting and entering/updating client and prospect information into online ticketing system and CRM, ticket and mail fulfillment, preparing will-call tickets for game days, providing customer service via in-person, phone, and email, attending player/mascot/organization appearances and tabling opportunities in the community. Stadium Box Office duties will include: selling single game tickets, distributing will-call tickets, ticket taking, scanning tickets, selling 50/50 raffle tickets, selling game day programs, managing fan assistance center, balancing cash banks and receipts, liaison to season ticket holders, groups, and sponsors at the stadium, assist with setup and take down of stadium box office. May be required to work non-Chinooks events held at Kapco Park. Assist others within the organization when needed. All other duties as assigned. Must be available for all home games.

PERFORMANCE STANDARDS:

- Sales Revenue
- Quality and accuracy of work
- Completion of assigned tasks on schedule
- Attendance
- Cooperation, responsiveness, dependability, and proper attitude in dealing with others including co-workers and customers
- Conformance to company personnel, safety, quality, and housekeeping policies, procedures, and practices
- Effective written and verbal communication skills

How To Apply

Send Resume and Cover Letter To:

Eric Snodgrass

Assistant General Manager

Email: erics@lakeshorechinooks.com

Phone: 262-618-4659