



JOB DESCRIPTION

TICKET SALES & MARKETING INTERN

WINTER/SPRING 2020

BRIEF SYNOPSIS OF JOB:

An entry-level position providing hands-on experience in collegiate summer baseball ticket sales and marketing. 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. Internship hours can be applied toward college credit. Interns receive commission on ticket sales and are eligible for potential paid seasonal positions.

REPORTS TO: Ticket Operations & Sales Manager

RESPONSIBILITIES:

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, providing customer service via in-person, phone, and email, attending player/mascot/organization appearances and tabling opportunities in the community. Assist others within the organization when needed. All other duties as assigned.

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

TO APPLY: Send resume and cover letter to Eric Snodgrass, Assistant General Manager
Email: erics@lakeshorechinooks.com | Phone: 262-618-4659