



JOB DESCRIPTION

ACCOUNT EXECUTIVE

2020 SEASON

BRIEF SYNOPSIS OF JOB:

An entry-level position providing hands-on experience in collegiate baseball ticket sales. Must have a college degree and preferred one to two years sales experience. Requires ability to work flexible schedule, including nights and weekends during the season and off-season. Expected to work all home games throughout the season. Comfortable interacting with all levels within the organization as well as outside contacts. Strong time management, attention to detail, and exceptional customer service skills. This is a seasonal paid position including commission on all ticket sales. Position runs from January 1, 2020 to August 31, 2020 with the potential of continued employment. Performance and position to be evaluated throughout the off-season and season.

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 operations and fulfillment, assist with ticketing reporting and financials, assist with managing sales interns staff, 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: managing stadium box office and intern staff, balancing cash banks and receipts, liaison to season ticket holders, groups, and sponsors at the stadium, setup and take down of stadium box office. 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