

## TICKET SALES & SERVICE

The Wisconsin Woodchucks are seeking qualified individuals to work in the Ticket Sales & Service Department for the 2018 season. This position is an entry-level sales position providing hands-on experience in collegiate sports ticket sales and is eligible for bonuses and incentives based on sales. The Ticket Sales & Service Intern will report to the Director of Ticket Sales & Operations. The Ticket Sales & Service Intern must be available for all home games, along with any additional events assigned throughout the season.

### Responsibilities Include:

- Entering data and customer information into the ticketing system
- Cold-calling on local businesses and organizations regarding group opportunities at Woodchucks game
- Coordination of logistics for group picnics/outings and other special events
- General ticket sales
- Ticket and mail fulfillment
- Preparing will-call tickets
- General fan assistance and customer service
- Filling Team and Organization of the Night spots
- Attending community events as a representative of the Woodchucks
- Selling walk-up tickets
- Distributing will-call tickets
- Using the ticket system to scan tickets and build reports
- Serving as a liaison to all fans
- Working with the marketing department on tickets for applicable promotions

### Required Skills and Qualifications:

- Must be a current college student (undergraduate or graduate)
- Requires ability to work flexible schedule including nights and weekends
- Comfortable interacting with all levels within organization as well as outside contacts
- Strong time management and attention to details
- Familiar with Microsoft Office and possess excellent written and oral communication skills
- Cooperation, responsiveness, dependability, and proper attitude in dealing with others including co-workers and customers

The Wisconsin Woodchucks are located in Wausau, WI and are a part of the Northwoods League. To apply, please email a cover letter and resume to: [jobs@woodchucks.com](mailto:jobs@woodchucks.com)

Wisconsin Woodchucks  
2401 N. 3<sup>rd</sup> Street  
Wausau, WI 54403  
715-845-5055  
[www.woodchucks.com](http://www.woodchucks.com)