

# TICKET OPERATIONS

The Wisconsin Woodchucks are seeking a qualified individual to serve as the Ticket Operations Intern starting in the spring of 2019 and extending through the season. This position is an entry-level sales and operations position providing hands-on experience in collegiate sports ticket sales and is eligible for bonuses and incentives based on sales. The Ticket Operations Intern will report to the Ticketing Manager. The Ticket Operations 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
- Assist with the creation of ticket promotions and special events
- General ticket sales
- Ticket and mail fulfillment
- Printing and delivering group tickets
- General fan assistance and customer service
- Filling Team and Organization of the Night spots
- Attending community events as a representative of the Woodchucks
- Running reports through the ticket system to build plans for in-season
- 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)