**INTERNSHIP DESCRIPTION**

Job Title:Ticket Sales Intern

Department: Ticket Sales

**SUMMARY**

Reporting to our Director of Ticket Sales, we are looking for highly-motivated sales interns who will gain valuable experience in the areas of ticket sales and marketing while contributing to the Armada in a direct way. Interns will receive a commission based on any ticket sales they make.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Gain valuable experience in sports sales and marketing
* Experience and learn to use Veritix ticketing system
* Assist in selling full-seasons, partial season plans, and group packages for the team.
* Help plan and coordinate group events
* Learn to manage personal accounts and work with the fan relations department to provide the highest level of customer service throughout the season.
* Game night responsibilities include, but not limited to, assisting with sales initiatives and helping to prospect for new clients at the match.
* Attend outside events with the purpose of selling ticket packages in conjunction with the marketing department.
* Maintain accurate records of all prospecting activities and closed sales.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

College juniors and seniors only. Sports Management, Marketing, Advertising, or similar majors preferred. Sales experience a plus. College credit preferred, but not necessary. Juniors and seniors only.

**Communication Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

Competency with Microsoft Office Suite.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is constantly required to sit and use hands to operate telephone, type and operate computer and mouse. The employee is frequently required to talk, hear, and bend and twist neck. The employee may occasionally lift and/or move up to 10 pounds and rarely lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is in a typical office environment.
* The noise level in the work environment is usually moderate, but occasionally noisy.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_