



# ***SBP Job Posting***



## **(XYZ) High School Sports Business Program**

### **Premium Ticket Sales & Service Representative**

**SBP Job Number: 9**

#### **Job Description:**

**Reports to: V.P. Ticket Sales and Service**

Premium Ticket Sales & Service Representatives are responsible for selling and servicing Premium Seating accounts including and all other ticket options including season tickets, partial plans and groups. The position requires someone with a positive attitude who enjoys prospecting (cold calling) potential clients over the phone and in person. The position requires an individual who is well spoken and has the ability to set appointments and feels comfortable with mid-level managers and CEO's when discussing ticket sales programs.

The major focus of the position will be targeting program sponsors, boosters and community partners with V.I.P. packages including valet parking, special hospitality room access and managing the group's overall customer support efforts.

The position requires that the employee have a strong knowledge of arena seating, as well as pricing tiers and the full menu of available packages. The position will require an honest person with integrity as the employee will be dealing with cash, checks and credit card numbers of all sales transactions.

Maintaining computerized records of all premium seat transactions and customers is essential. The Premium Seating Representatives will serve as a liaison between internal and external departments to ensure all Premium Seat account needs are being met. Reps will also assist in the planning and implementation of all Premium Seating Special Events.

This position also requires that the employee (student) be available to work all home games to staff the ticket sales booth as well as answering phones in the evening during various marketing pushes.

#### **Responsibilities and qualifications include:**

- Create and develop new business by regularly pitching new prospects through telemarketing efforts as well as personal appointments and incoming phone calls
- Organizing and staffing ticket sales booth at all home games and various community events
- High energy and the ability to remain focused on sales goals and the ability to work independently
- Coordinating related matters with school Athletic Director
- Maintain accurate records of all prospecting activities and closed sales and event participation
- Strength in time management, administrative ability, organization and customer service skills
- Ability to communicate with the public in a professional manner
- Ability to work flexible hours including evenings, weekends, and holidays

**Basic Skills:** Time management, communication (written & verbal), basic computer skills and problem solving

***For all interested and qualified applicants, please submit your cover letter and resume.***

**Contact Information:** Teacher Name, Room number, Email / phone

**Application Requirements:** Extra hours available outside class time (etc)

**Application Deadline:** Date