



# ***SBP Job Posting***



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

### **Group Sales Representative**

**SBP Job Number: 10**

#### **Job Description:**

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

Group Sales Representatives are responsible for maximizing the attendance of all East Union High School home games through the selling of group tickets to various organizations and companies in the community. The position requires someone with a positive attitude who enjoys prospecting (cold calling) potential clients over the phone and in person and is comfortable working with large groups of people. The position requires an individual who is well spoken and has good phone etiquette with the ability to make prospecting phone calls and set up sales appointments. Strong organization skills are required as the Group Sales representative will be coordinating ticket distribution and group events with large groups of people.

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.

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. Coordinating with the box office and game operations on game nights will also be important to this position.

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

- Create and develop new group business by regularly pitching new prospects through telemarketing efforts as well as personal appointments and incoming phone calls
- Development and distribution of marketing materials
- 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 and Game Operations Staff
- Maintain accurate records of all prospecting activities and closed sales
- 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