



SBP Job Posting



(XYZ) High School Sports Business Program

Ticket Sales Representative

SBP Job Number: 7

Job Description:

Reports to: V.P. Ticket Sales and Service

Ticket Sales Representatives are responsible for maximizing the attendance of all home games through the selling of season tickets, partial plans, and group tickets to companies and individuals. 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 good phone etiquette with the ability to make prospecting phone calls and set up sales appointments.

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.

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
- 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