



JOB DESCRIPTION

POSITION: Ticket Sales and Services Intern
DEPARTMENT: Ticket Sales and Services
REPORTS TO: Sr. Director, Ticket Sales and Services
STATUS: Unpaid, College Credit Only

Summary: Position is responsible for assisting in the day to day operations of the Ticket Sales and Services Department.

ESSENTIAL FUNCTIONS:

Ticket Operations

- Manage all applicable sales data entry prior to distribution to sales staff.
- Support Ticket Operations staff with timely sales activity, ticket sales and revenue reporting.
- Work with related departments to promote and generate sales for all festival events while improving the fan experience.
- Assist with any promotional activities to create awareness and generate sales leads.
- Help schedule and maintain accurate tracking of sales activity and Committee Member ticket requirements.
- Support for any administrative ticket functions.
- Other duties and responsibilities as assigned.

QUALIFICATIONS:

- Strong desire to pursue a career in Sports Sales
- Prior sales experience is preferred but not required (previous experience with a sports franchise or in sports industry a plus).
- Excellent written and oral communications skills.
- Maintain a professional image and positive attitude at all times
- Ability to handle heavy outbound phone volume.
- Bilingual (English/Spanish) a plus.
- Archtics ticketing system experience preferred but not required.
- Proficiency in MS Outlook, Word, Excel and PowerPoint. Photoshop and Publisher a plus.
- Must be available to work ALL Orange Bowl Committee events (weekdays and weekends) including but not limited to the Orange Bowl Youth Football League
- Other duties may be assigned to meet business and sales needs.

APPLY HERE: <https://home2.eease.adp.com/recruit/?id=6237232>