



Ticket Sales and Box Office (Seasonal Position, April to August) New York, NY

Job Description: Help oversee ticket sales operations for the NY SPORTIMES. This includes overseeing selling and distribution of tickets, developing enhanced tracking and analytical tools, managing individual and group sales teams, and overseeing onsite box office.

Desired Experience: Candidate should have a background in ticketing including working or managing ticket sales/box office for a team or event. Strong data analysis and organization skills. Computer skills required.

Responsibilities:

- Manage ticket sales database including providing daily reports/sales summaries.
- Oversee entire ticket distribution process including individual, group and season tickets. Developing individual ticket promotions for each match targeted at various audiences. Oversee outbound ticket sales including developing scripts and targets for ticket reps. Oversee on-site box office.
- Communication with new prospects and clients.
- Fulfill ticket orders leading up to and throughout the season, by mailing tickets on time to customers.
- Fulfill sponsor ticket requirements.

This position will begin in April 2012 and end in early August. All seasonal positions are full-time. Staff members are required to work at all matches; weekend and evening hours are required. Match night operations will be the responsibilities of all staff members. The positions are a great way for those looking to bolster their resumes for the future with quality experience. The positions are non-paying, but college credit can be applied.

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