

**Title:** Ticket Office Intern  
**Department:** Ticketing & Sales  
**Reports Directly To:** Ticket Office Manager / Director of Ticketing & Sales

**Duties & Responsibilities:**

- Sell season, group, mini-plan and individual tickets for Spring Training 2023 and Minor League 2023 games
- Acquire a working knowledge of the Tickets.com ProVenue System
- Assist in the training and supervision of the part-time ticket office staff in all aspects of selling season, group, mini-plan and individual tickets
- Assist in the printing of season, group and mini-plan tickets
- Answer incoming phone calls and return voicemails
- Help in maintaining the policies of the ticket office with regard to customer service, ticketing issues and ticket operations
- Help maintain accounts database utilizing the Score CRM and Tickets.com ProVenue systems
- Assist the Ticket Office Manager and Ticket Office Coordinator in leading part-time staff with regard to customer service and day-to-day operations of the ticket office
- Assist sales department with fulfillment and client servicing for groups and corporate sponsors
- Calling established leads and generating new leads
- Game Day duties include preparation of group areas, event detail, administrative tasks, and other duties assigned

**Experience Required:**

- Must be willing to work long hours and weekends
- Must be willing to cooperate and work well with other areas of the organization
- Must be able to interact and work closely with customers
- Must be able to pay close attention to details
- Must have knowledge of Microsoft Excel and Word. Knowledge of Tickets.com ProVenue is helpful
- Must be willing to complete the internship through its entirety (January 2022 to September 2022)

**Salary:** Florida State Minimum Wage

**Start Date:** February 2023      **End Date:** September 2023

**How To Apply**

Please send your resume and cover letter to [Lynn@RogerDeanChevroletStadium.com](mailto:Lynn@RogerDeanChevroletStadium.com)

This job description is intended as a guide to general job responsibilities and is not inclusive of every duty the employee is expected to perform.