

Ticket Sales/Box Office Trainee

Greeneville Flyboys

Greeneville, TN

Salary: Internship - Monthly Stipend

Status: Full Time
Internship/Trainee

Start Date: May 17th, 2022

Submit Your Résumé to:
kfoster@flyboysbaseball.com

Club Contact:

Kat Foster Tel: 423-609-7400
P.O. Box 5192
Greeneville, TN 37743



JOB DESCRIPTION:

Responsibilities: ·Assist in day-to-day operation of the ticket office ·Become familiar with CRM software, TicketReturn ticketing ·Provide excellent customer service while upselling tickets over the phone and in person ·Process all ticket orders including mini plans and other special ticket packages ·Other duties as assigned ·Work the Box Office windows during the day and during games/events · Help manage Box Office game day staff

EXPERIENCE REQUIRED:

Qualifications: Must be in the process of acquiring a bachelor's degree or have recently acquired one. Ability to sell over the phone and in person. Excellent oral and written communication skills. Ability to work well within a team environment as well as strong independent work ethic. Strong computer skills, knowledge of PC computers. Knowledge of MS Office, and a ticketing system is a plus. Must possess an eagerness to learn new skills and techniques. Self-driven with a positive attitude and able to handle multiple tasks. Must have willingness to work long hours, weekends and holidays plus non-Flyboys Baseball events.