



JOB DESCRIPTION

POSITION: Ticket Sales Executive – Inside Sales
DEPARTMENT: Ticket Sales & Services
REPORTS TO: Manager, Ticket Sales
STATUS: Temporary Full-Time, Non-Exempt

SUMMARY: Responsible for generating revenue through ticket sales and hospitality packages for the Orange Bowl's portfolio of events.

ESSENTIAL FUNCTIONS

Responsibilities:

- Entry level position responsible for the sale of available ticket inventory for all Orange Bowl events, primarily via outbound telephone sales campaigns.
- Establishes relationships by making outbound phone calls and setting face-to-face appointments to current and prospective clients.
- Work to achieve set outbound call volume, face-to-face appointment and sales goals as set forth by the department.
- Meet or exceed weekly and monthly touchpoint, opportunity and sales goals.
- Maintain a high level of customer service.
- Participate and contribute to weekly sales meetings and training sessions.
- Work with related departments to promote and generate sales on all events while improving the fan experience.
- Assist with any promotional activities to create awareness and generate sales leads including off-site opportunities.
- Assist with any administrative ticket functions.
- Assist with any special projects or duties as assigned.
- Display high level of integrity, positivity, and accountability in all aspects of the job.

QUALIFICATIONS

- Bachelor's Degree required in related field (Business, Marketing, Communication, and Sports Management) and relative work experience.
- 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 is 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.
- Basic understanding of Microsoft Word and Outlook.
- Bilingual (English/Spanish) a plus.
- Ability to work nights, weekends and holidays as needed.

- Archtics ticketing system experience preferred but not required.

I acknowledge that I have reviewed and received a copy of the Ticket Sales Executive – Inside Sales job description.

Employee Name: _____ Signature: _____

Date: _____