



## Ticketing Associate Director

Notre Dame, IN

Full-time

Division: Director of Athletics

Job Subfamily: Ticketing - EX026

Unit: Athletics Ticketing - 11080

Career Stream / Level: EIC2

Job Family: External Relations

### Company Description

The [University of Notre Dame](#) is more than a workplace! We are a vibrant, mission-driven community where every employee is valued and supported. Rooted in a tradition of excellence and inspired by our Catholic character, Notre Dame is committed to fostering an environment of care that nurtures the whole person—mind, body, and spirit. Here, you will find a deep sense of belonging, a culture that prioritizes well-being, and the opportunity to grow your career while being a force for good in the world. Whether contributing to world-class research, shaping the student experience, or supporting the University's mission in other ways, you will be part of a dedicated team working to make a meaningful impact on campus and beyond. At Notre Dame, your work matters, and so do you!

### Job Description

Notre Dame Athletics develops and challenges each student-athlete to pursue excellence and serve as a force for good in the world. Our vision is to lead collegiate athletics by defining the integrated student-athlete experience and forming champions. To do this, we are eager to attract, recruit, develop and retain individuals who positively contribute to a collaborative, connected culture where all may thrive.

As a prospective member of [Notre Dame Athletics](#), we invite you to apply if you have a shared purpose for our distinctly integrated student-athlete experience, an unrivaled passion for people who propel a dynamic and high-performing organization, and a proven record of success in your field.

Are you energized by game day and passionate about creating a seamless fan experience? Join Notre Dame Athletics as an **Associate Director of Ticketing** and play a key role in delivering exceptional service across some of the most exciting events in college sports.

As part of a dynamic ticket office leadership team, you'll take primary responsibility for a reserved seating sport - such as football, men's basketball, women's basketball, or hockey - while helping shape and elevate the overall ticketing strategy. Reporting to the Director of Ticketing, this role blends leadership, innovation, and hands-on execution to ensure every fan interaction is smooth, engaging, and memorable.

### What You'll Do

- Lead ticketing operations for an assigned reserved seating sport, ensuring a high-quality experience from purchase to game day

- Partner with the ticketing leadership team to continuously improve strategies, systems, and processes that enhance efficiency and service
- Oversee game day ticketing operations, including managing staff and troubleshooting in real time
- Provide collaborative support for football ticketing, contributing to one of the premier experiences in college athletics
- Take on a variety of ticketing initiatives and projects that support the broader mission of the department

### Why This Role?

This is more than ticketing—it's about being at the center of the fan experience. You'll help shape how thousands of fans connect with Notre Dame Athletics, all while working in a fast-paced, team-oriented environment where no two days are the same.

If you're a problem-solver who thrives under pressure, enjoys leading teams, and is excited by the energy of live events, this is your opportunity to make an impact.

### Qualifications

- Bachelor's degree in Business Administration, Sports Management, or a related field
- Minimum of 3 years of experience in ticketing within the athletic space
- Must possess skills in time-management and critical thinking with being self-motivated, enthusiastic, task-oriented, and a problem solver
- Base knowledge of Paciolan and Salesforce CRM platforms
- A strong customer service orientation is required

### Additional Information

Salary: up to \$55,000

Applications will be accepted through April 5, 2026

*The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status, genetic information, or age in employment. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and complies with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). We strongly encourage applications from candidates attracted to a university with a Catholic identity.*

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