

## ***Inside Sales Representative***

### **Specific Functions:**

- Make minimum 100 outbound sales calls from provided lists to sell ticket packages (full, partial, groups, and premium products)
- Develop new sales leads through independent research and actively prospect daily.
- Meet or exceed weekly and monthly sales goals.
- Schedule appointments, show seats, and present VIP tours.
- Provide superior customer service to clients, existing ticket holders and prospects.
- Upgrade and up sell customers into different categories and ticket packages.
- Support the Retention, Group, and Account Executive sales efforts of the department as needed.
- Handle inbound sales calls and generate into sales.
- Track all correspondence with customers via Archtics and Outlook applications.
- Ability to work nights, weekends and holidays.

### **Qualifications:**

- Bachelors Degree in Management, Business Administration or equivalent
- Proficiency in Microsoft Office
- Attitude and aptitude for learning sales techniques