



**Title:** Ticket Sales Associate, Michigan Athletics

**Job Summary:** The Ticket Sales Associate is responsible for the sale of new season ticket, mini-plan and group ticket sales for all of Michigan Athletics 13 ticketed sports, including, but not limited to, Football, Men's Basketball, and Ice Hockey. This role is 40-hour per week schedule, 12-month hourly-paid role.

**Essential Duties and Responsibilities:**

- Meet and exceed weekly, quarterly and annual sales goals, activity requirements and face-to-face meetings
- Self-identify potential new leads and target provided lists to sell season, mini-plan and group tickets
- Renew past group ticket buyers
- Maintain data integrity and up keep of notes in CRM (Salesforce)
- Perform game day responsibilities, including entertaining clients and prospects, working ticket sales booth and fulfillment of group experiences
- Work collaboratively with other departments within Michigan Athletics
- Other duties as assigned by the Associate Director of Ticket Servicing

**Skills and Ability:**

- Self-motivated, naturally aggressive with a positive attitude
- Highly self-disciplined and strong work ethic
- Team first mentality
- Creative with the passion to see ideas through
- Flexible hours required: working evenings/night, weekends and holidays

**Qualifications:**

- Bachelor's degree from a four-year college or university in Sports Management or business-related field is preferred
- Familiarity with Paciolan and Salesforce.com preferred
- 1-2 years sports sales experience preferred
- Experience in Microsoft Office, Gmail and Google Apps is preferred