



Seasonal Ticketing and Sales Coordinator (May 2019 – October 2019) – Gateway Motorsports Park

The Seasonal Ticketing and Sales Coordinator will work closely between the Ticketing and Sales/Marketing teams throughout the 2019 season. The coordinator will gain valuable experience and knowledge about ticket operations, sales, live events and the motorsports industry. Duties include interacting with customers in a professional and service-oriented manner.

Work Requirements:

This is a wage seasonal position. Candidates are responsible for their own housing and associated expenses for the duration of the season. Potential hires must pass the necessary background check to be considered for employment. Weekend and evening hours are required during events. Indoor and outdoor conditions may be applicable. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities, duties, and functions.

Season runs May 1 through mid-October. Must be able to work the following event days:

- NASCAR Gander Outdoors Truck Series—June 17-22, 2019
- Verizon INDYCAR Series—August 19-24, 2019
- NHRA Midwest Nationals—September 23-29, 2019

Essential Duties and Responsibilities

- Cultivate and maintain relationships
- Sell tickets in-person and on the phone
- Utilize the Paciolan ticketing software
- Assist with printing & distributing tickets
- Answer questions and provide basic event information
- Strong communication skills
- Previous cash and credit card handling skills
- Work on outbound call campaigns to increase overall sales
- Street Team events for event promotion and lead generation
- Contribute new and strategic ideas to increase attendance and incremental revenue
- Assist with other duties as assigned

Qualifications

- High school or equivalent education required, pursuing a college degree preferred
- Must be able to respond quickly, calmly and professionally to event-related problems and emergencies
- Excellent customer service skills are required
- Ability to prioritize and multi-task while maintaining a strong attention to detail
- Professional in appearance and communication (written – verbal – presentation)
- Comfort to work in a fast paced and high energy environment. Prior sales or box office experience preferred
- Enthusiastic about learning about the sports industry
- Ability to work evenings, and weekends as scheduled