



Ticketing Intern:

Job Description

- Assist in the daily operation of the Charlotte Sports Foundation Ticket Office through administrative duties including filing, answering phones, interacting with other departments and overall contribution to the function of the organization.
- Help in all areas of the Ticketing Department.
- Work all events.
- Become familiar with the Ticketmaster system including:
 - Archtics
 - Account Manager
 - TM Messenger
- Assist in the promotion and sales of all events.
- Perform daily customer service functions.
- Develop an understanding for customer accounts, billing, money flow, deadlines, ticket printing, ticket distribution, marketing concepts and marketing strategies.

Qualifications

All applicants should be very well organized, have excellent communication and organizational skills, a positive attitude, be a team player, work well under pressure and maintain flexibility. Applicants should be proficient in Microsoft Word and Excel and possess discretion in regards to confidentiality. This position reports directly to the Director of Ticket Operations.

[2016 Internship Application](#)