



2018 Ticketing and Events Intern:

Job Description

- Assist in the daily operation of the Charlotte Sports Foundation through administrative duties including document filing, answering phones, interacting with other departments and overall contribution to the function of the organization.
- Help in all areas of the Ticketing Department including but not limited to ticket sales; invoicing and operations
- Become familiar with the Ticketmaster system including but not limited to:
 - Archtics, Account Manager, TM Messenger.
- Assist in the promotion and sales of all events.
- Assist with a variety of organizational tasks related to the planning, coordinating and execution of logistics for all CSF related events including but not limiting to Belk Bowl Events.
- Assist with coordinating logistics for all band movements for the Belk College Kickoff Game and Belk Bowl.
- Assist with updating databases for participants and attendees of CSF related events.
- Perform daily customer service functions.
- Develop an understanding for customer accounts, billing, cash flow, deadlines, ticket printing, ticket distribution, marketing concepts and marketing strategies.
- Assist Associate Executive Director and Director of Ticket Operations with credential distribution, sponsorship ticket fulfillment, and hospitality.

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 as well as possess discretion in regards to confidentiality. Archtics and/or other ticketing experience is preferred but not required. This position reports directly to the Director of Ticket Operations, Director of Ticket Sales, and the Director of Administration.