



Director of Ticket Operations

Preferred Majors: Business, Recreation

Needed: One (1) individual

Supervisor: Assistant General Manager

Class Level: Junior or Senior – ‘For Credit’ Preferred

Time Frame: Spring & Summer 2022 (March 5th - August 10th)

Compensation: \$500.00 (stipend)

***Internship Summary:** Under supervision of the Assistant General Manager, this position is responsible for the management of all Front Office and Game Day ticketing operations for the San Luis Blues Baseball organization during the 2022 season. This position requires a highly organized and motivated individual willing to learn rapidly in a fun environment.*

Responsibilities:

- ❖ Manage overall ticketing operations during the 2022 season
- ❖ Assist with establishing and enforcement of ticket sales pricing, policies and signage
- ❖ Assist with marketing individual game tickets to general public, students, and faculty/staff.
- ❖ Design, print and prepare tickets
- ❖ Service season pass and group ticket accounts for the 2022 season
- ❖ Coordinate all game day, facility entry operations for the 2022 Blues season including: Stadium walk-up areas, Ticket Sales, pass list/Season ticket recording & Ticket collection.
- ❖ Daily ticket sales/revenue reports (using existing system) and backing up all data daily
- ❖ Prepare summary report to Blues Management at the end of the 2021 season: as well as, season summarizing ticket reports and analysis
- ❖ Work in partnership with Promotional Team to run smooth daily ticket sales
- ❖ Perform special projects and other duties as assigned by Blues Management



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