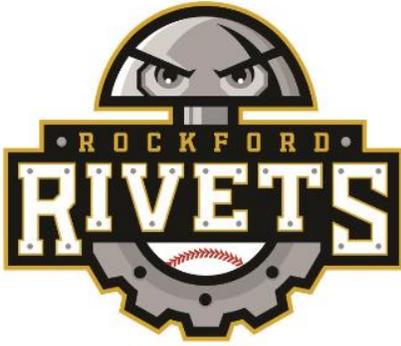


Job Description



Ticket Sales Intern

Summer 2016

League Overview:

Be a part of an exciting opportunity with a first year franchise in Loves Park, IL. The new Rockford Rivets franchise will be part of the summer collegiate Northwoods League. The Northwoods League is the proven leader in the development of elite college baseball players. The 22 year old summer collegiate league is the largest organized baseball league in the world with 18 teams, drawing significantly more fans, in a friendly ballpark experience, than any league of its kind.

Job Summary:

An entry-level position providing hands-on experience in collegiate baseball ticket sales. Must be a current student (undergraduate or graduate), eligible to receive college credit for internship. Requires the ability to work a flexible schedule, including nights and weekends. Must be comfortable interacting with all levels within the organization as well as outside contacts. Strong time management and attention to details. This is a non-paid, for college credit position. Interns are eligible for commission on ticket sales.

Duties/Expectations include but are not limited to the following:

Entering data and updating customer information into online ticketing system, cold-calling local businesses and organizations regarding group outing opportunities, coordination and logistics of group outings, general sales (single game tickets, season tickets, and group tickets), ticket and mail fulfillment, preparing will-call tickets for game days, providing customer service via in-person, phone, and email, attending various community events as a representative of the organization. Stadium Box Office duties will include: selling walk-up single game tickets, distributing will-call tickets, ticket taking at stadium entrance, scanning tickets into online ticketing system, selling 50/50 raffle tickets, liaison to season ticket holders, groups, and sponsors at the stadium, setup and take down of stadium box office. Assist others within the organization when needed. All other duties as assigned by the Director of Ticket Sales.

Performance Standards:

- Quality and accuracy of work
- Completion of assigned tasks on-schedule
- Attendance
- Cooperation, responsiveness, dependability, and proper attitude in dealing with others including co-workers and customers
- Conformance to company personnel, safety, quality, and housekeeping policies, procedures, and practices
- Effective written and verbal communication skills

Resumes can be sent to Chad Bauer at info@rockfordnwl.com