

Pittsburgh Pro Soccer, LLC



Pittsburgh Riverhounds SC of the USL Championship is seeking an energetic and hardworking person to fill the position of a Ticket Sales/Box Office Operations Intern.

Details

- * Who: Pittsburgh Pro Soccer, LLC
- * When: Spring 2019
- * Where: Highmark Stadium, Pittsburgh, PA
- * Pay: NON-PAID INTERNSHIP BUT MAY RECEIVE COLLEGE CREDIT
- * Hours: 9 a.m. – 5 p.m. Monday through Friday, and game/event days

Duties and Responsibilities:

This person will be working in the ticket office and box office on normal business days and game days supporting the ticket sales staff and taking care of all ticketing and box office needs.

Ticket Sales duties include but are not limited to:

- Call businesses, individuals, organizations and associations in order to generate interest for season and group ticket sales
- Prospect new season, group and corporate ticket sales
- Identify and sell available season and group ticket inventory
- Generating leads – identify and market to key market segments
- Data capture and personal database management
- Network at events and meetings throughout the community, including businesses and business functions, service groups, high schools, colleges and youth groups

Box Office duties include but are not limited to:

- Assist the box office manager and the ticket sales staff with processing season ticket orders, group and individual game orders using Ticketmaster Host Ticketing System
- Responsible for reconciling his/her sales at the end of each day
- Assist with any inquiries at the box office windows
- Assist with will-call on game days
- Assist with stuffing and mailing ticket orders
- Opening and closing the box office on normal business days and game days
- Provide excellent customer service to patrons
- Assist with various departmental projects/needs as assigned

Qualifications

- * Education: Education/experience from high school graduate to college graduate
- * Experience: None

- * Available to work 9 a.m. – 5 p.m. Monday through Friday, and all Riverhounds SC games/events
- * Experience with computer software and Microsoft Office applications
- * Strong work ethic, strong communication skills, energetic, ability and willingness to learn