



Sussex County Miners Ticket Operations Internship

Type of Position: Internship (multiple positions available)
Commitment: May 2019 – August 2019
Compensation: 40 hours unpaid, with the opportunity to earn college credit
Direct Supervisor: Box Office Manager

The Sussex County Miners are seeking qualified candidates to fill the position of Ticket Operations Intern. This internship will primarily expose students to ticket operations and customer service, but will cover all facets of a professional baseball team's front office.

Responsibilities:

- Assist *Operation Manager* with everyday responsibilities on both game and non-game days
- Learn all aspects of ticketing: season & mini plan holders, groups and individuals (seating, payments, billing), ticketing software, as well as the customer database
- Process phone, internet, as well as walk-up ticket orders
- Assist with order of group and party supplies
- Assist ticket office staff
- Attend community events along with mascot and players, as needed
- Other related duties and responsibilities as assigned

Qualifications:

- Sports Management, Business, and Communication majors preferred
- Hardworking and focused
- Must be able to work both game day and non game days
- Experience handling money a plus
- Customer service experience a plus
- Must be well organized
- Proficient in Microsoft Office, especially Excel and Word
- Must be available to work all 2019 Miners home games, including nights and weekends

Interested candidates should submit their resume and cover letter via email to careers@statefairgroup.com . Email applications only please.