



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

## ASSISTANT MANAGER, ATHLETIC TICKETING AND ATHLETIC FUNDRAISING (PART-TIME)

POSITION REFERENCE NUMBER: 10439-96

### GENERAL FUNCTION

Responsible for assisting Athletic Ticketing and Athletic Fundraising Manager in all facets of box office including overseeing game day operations, student staff in the five (5) ticketed sports, as well as identifying and selling potential groups and individuals on game ticket packages. This is a part-time position that will work July-April and is limited to work no more than 950 hours per calendar year. This position is not eligible for the University's benefit programs.

### RESPONSIBILITIES

1. Management of box office on both game days and non-game days to include:
  - a. Management oversight at all ticketed sports home games (football, men's basketball, men's hockey, women's basketball and women's hockey).
  - b. Scheduling and managing game day operations staff of 5-20 students in ticketing, ushering and will call.
  - c. Maintenance of database to ensure compensation of game day operations staff at conclusion of each semester.
  - d. Managing all ticket sales supplemental to efforts of Athletic Ticketing and Athletic Fundraising Manager to include face-to-face transactions, web site management and troubleshooting areas.
  - e. Assisting in some game day operational set-up including: 1921 Club seating, functional ticket sales areas and corporate hospitality suites.
2. Execution of season, group, individual event and mini-season ticket sales strategies:
  - a. Outreach to prospective groups (i.e., cold calling).
  - b. Management of ticket operations for non-RMU events.
  - c. Database management to encourage repeat sales.
3. Other duties and responsibilities as assigned.

### MINIMUM QUALIFICATIONS

1. Bachelor's Degree in sports management, marketing or related course of study is required.
2. Minimum of two years athletic administrative experience (undergraduate level or above).
3. Position is July-April with contract renewable on an annual basis.
4. Working knowledge of sales and marketing plans.
5. Experience with customer relations preferably in athletic or entertainment venue.



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## OTHER INFORMATION

Exemption Status: **Non-Exempt**

Internal Application Deadline: **May 24, 2017**

External Application Deadline: **Until position is filled**

Post Date: **May 17, 2017**

Start Date: **As soon as possible**

## HOW TO APPLY

Submit a letter of interest and an attached resume to [jobs@rmu.edu](mailto:jobs@rmu.edu). To ensure proper processing, applicants must use the following subject line format:

**First Name Last Name – Position Reference Number**

**Example: Bob Morris - 123456**

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