



The Gary SouthShore RailCats are seeking current college students to be a part of the team's 2022 season. As a Ticket Sales and Operations Intern, you will get first-hand experience in the day to day operation of a professional baseball franchise. This is a seasonal internship position which requires college credit and will last the duration of the 2022 season only.

#### TICKET SALES & OPERATIONS INTERN RESPONSIBILITIES:

- Reports to Box Office Manager to assist with day to day box office operations including customer service and sales.
- Assist in Season Ticket/Mini Plan/Group Sales via cold calling/call ins.
- Assist in the input and fulfillment of all-Season Ticket/Mini Plan/Group Sales orders.
- Sell individual game tickets at the ticket window.
- Answer incoming phone calls.
- Keep Will Call organized and up to date.
- Assist in stadium pre-game preparation (i.e. set-up, box office ticket printing and preparation, team store inventory and preparation, concessions preparation, etc.).

#### GENERAL RESPONSIBILITIES AND EXPECTATIONS:

- Have fun!
- Fan and community engagement (mascot appearances, pocket schedule delivery, etc.)
- Assist with stadium cleanliness
- Special events
- Assist with all tarp pulls - which may include non-game days, weekends and or holidays

#### QUALIFICATIONS:

- Undergraduate (preferably junior or senior) or graduate student attending accredited university
- Must be able to earn college credit for internship-no exceptions
- Must be able to commit to work the entire internship period from start to finish
- Willingness and ability to work long hours, including nights, weekends and holidays as required
- Strong organizational skills and ability to handle multiple tasks at any given time
- Highly motivated with strong work ethic
- Passion for sports and strong desire to work in a team environment
- Graphic design experience preferred

COMPENSATION: \$750 per month

#### HOW TO APPLY:

- Interested candidates should send resume and contact information to [mmurphy@railcatsbaseball.com](mailto:mmurphy@railcatsbaseball.com)
- In the subject line include Box Office Intern Application – INSERT YOUR NAME
- Preference will be given to candidates who are available for the duration of the season