



Ticket Coordinator - Indiana Sports Corp – Indianapolis, Indiana

Position Overview – Full Time

The **Ticket Coordinator** oversees the ticketing processes for Indiana Sports Corp. As a member of the Events team, the Ticket Coordinator serves as a key staff liaison with specific ticketing duties for Big Ten, NCAA Championships, National Governing Body Events, Indiana Sports Corp-owned events and other special event projects as assigned.

General Responsibilities (includes but not limited to):

- Develop operationally sound plans for executing, tracking, and reporting all ticket and/or registration sales
- Create ticket pricing and timelines for all events and interface with event directors to coordinate with our partners on these items
- Ensure proper fulfillment of ticket delivery for all internal and external purposes
- Oversee entire operation or work with potential contractor(s) on any on-site ticket sales management depending on event
- Keep track of event finances including check requests, invoicing, and reporting
- Provide ticket reports as needed/ requested
- Ensure proper internal and external ticket settlement post events
- Participate on Local Organizing Committees to ensure proper and timely completion of responsibilities
- Assist with set up, on-site production, execution and tear down of events
- Provide tickets sales after action reports after every event for future reference
- Assist with other Indiana Sports Corp projects as requested
- Build select events utilizing determined software, (i.e. Ticketmaster, Eventbrite, etc.) working with Event Directors and Partners
- Other duties as assigned

Qualifications

- Bachelor's degree in event planning, sports management, marketing or other related work
- 2+ years of working with ticket sales systems, preferably Ticketmaster
- Track record in building quality relationships preferred
- Experience with Salesforce preferred

Required Skills

- Excellent communication skills (both verbal and written)
- Comfortable presenting to large and small groups of people
- Exceptional time management skills, multi-tasking abilities, team player
- Budget management and negotiation skills
- Ability to accomplish projects independently and within a team
- Excellent interpersonal skills with a high level of professionalism
- Fantastic customer service, ethics, and high expectations for quality
- Computer skills: Word, Excel, PowerPoint, Salesforce (can be trained)

To apply, please submit the following to: jobs@indianasportscorp.org

- Letter of Application
- Resume