Vacancy # A370

Assistant Ticket Manager – Sales

Salary Range: Commensurate with education and experience, plus commission; plus benefits

General Assignment:

The position of Assistant Ticket Manager - Sales is under the general supervision of the Director of Ticket Operations. The incumbent is responsible for directing the generation of new revenue through the sale of new season tickets, partial plans and group tickets for all ticketed Fresno State sporting events.

Position Summary:

Primary Responsibilities

- Serve as the main point of contact for all group ticket sales
- Make direct sales calls and contact with potential ticket buyers
- Make frequent outbound sales calls
- Set up occasional face-to-face interaction with interested individuals and businesses across the San Joaquin Valley.
- Manage a sales team of Ticket Sales Representatives
- Develop individual Ticket Sales Representative sales goals and team sales goals
- Monitor call logs and provide call lists

Secondary Responsibilities

- Collaborate with other departments on the creation and execution of ticket sales promotions

Knowledge, Skills and Abilities:

- Strong sales skills
- Strong oral and written communication skills
- Ability to work independently and follow through with minimal direction
- Ability and willingness to work a flexible schedule including nights and weekends as required
- Ability to project a professional approach and attitude

Education and Experience:

- Bachelor's degree from an institution of higher education which is accredited by one of the six US regional accrediting associations or by an equivalent international institution of higher education
- Experience working in ticket sales at the intercollegiate or professional sports level
- Experience working with software such as Microsoft Word and Excel
Preferred Qualifications:

- Experience utilizing Spectra (formally Paciolan) ticketing software
- Experience utilizing CRM software
- Sales experience in the Fresno and/or San Joaquin Valley market

Filing Deadline:

March 25, 2016

Application Requirements:
A University Application for Athletic Corporation Positions, a resume, and a list of three professional references, including telephone numbers, are required. A cover letter that addresses your qualifications for the position is required.

Apply:
California State University, Fresno for the Athletic Corporation
Joyal Administration Building, Room 211
5150 North Maple Avenue, JA71
Fresno, California 93740-8026
Telephone: (559) 278-2383
FAX: (559) 278-4275

(The Athletic Corporation application form may be found at http://jobs.fresnostate.edu/athletic.shtml.)

A background check, (including criminal records check) must be satisfactorily completed before any candidate can be offered a position. Failure to satisfactorily complete or pass the background check may be the basis for rescinding an offer of employment and/or affect continued employment.

The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirement set forth in CSU Executive Order 1083 as a condition of employment. You can obtain a copy of this Executive order by accessing the following website: http://www.calstate.edu/EO/EO-1083.html.

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual’s eligibility to be employed in the United States.

Pursuant to Executive Order 883, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual’s request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

Visit the Athletic Corporation website at http://jobs.fresnostate.edu, to print out an application or to view current listing of all available Athletic Corporation and University staff employment opportunities.
University Information:  (http://www.fresnostate.edu/)  Fresno State is one of 23 campuses of the California State University System. The university’s mission is to offer high quality educational opportunities to qualified students at the bachelor's and master’s levels, as well as in joint doctoral programs in selected areas. The university serves the San Joaquin Valley while interacting with the state, nation, and world. Through transformational applied research, technical assistance, training and other related public service activities, the university builds partnerships and linkages with business, education, industry, and government. The university competes athletically in Division I FBS and is a member of the Mountain West Conference.

The current enrollment is just over 23,000 students from diverse backgrounds, which creates a culturally rich environment. The campus, which has been designated as an arboretum, is spread over 1400 acres. Metropolitan Fresno, with a multi-ethnic population of over 600,000 is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon, and Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing lakes and ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers and array of locally grown fruits and produce.