ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director of Ticket Operations

DEPARTMENT: Department of Athletics and Recreation

RESPONSIBILITIES:
- Oversee all ticket operations for Football, Men’s and Women’s Basketball and any other athletic events
- Oversee the sales, seat allocation and accounting for the athletic ticket operation
- Record, process and deposit all athletic ticket, parking and miscellaneous revenue
- Develop and implement creative plan to increase season, individual and group ticket sales
- Design and produce ticket brochures for ticketed events
- Develop and implement plan to launch and sell mini-ticket packages
- Reconcile ticket sales and generate game and season reports
- Recruit, supervise and train ticket sellers and interns
- Ensure that all ticket operations are in compliance with University, NCAA, Atlantic 10 and Patriot League rules and regulations
- Assist the Associate AD for Marketing & Promotions with selected marketing and promotional duties: game-day planning, writing scripts, set-up breakdown of promotions; fulfilling sponsorship commitments, building community relations
- Assist in the development and coordination of game presentation activities at selected sporting events
- Other duties as assigned.

QUALIFICATIONS:
- Bachelor’s degree preferred.
- 1-3 years’ experience in a setting of athletic ticketing, sports marketing, promotions and a strong desire to pursue a career in intercollegiate or professional sports management preferred.
- Highly motivated individual with excellent communication, interpersonal, and organizational skills required.
- Ability to handle multiple priorities in a fast-paced environment required.
- Strong computer skills required.
- Evening, weekend, and some travel will be required

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Susan Duffy
sduffy19@fordham.edu

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