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# Example of Ticket Sales Job Description

Our company is growing rapidly and is looking to fill the role of ticket sales. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for ticket sales

* Call on a list of potential buyers, by telephone, email or by face-to-face sales to sell ticket packages to Texans events
* Perform other various tasks as may be assigned from time to time by the Senior Director of Ticket Sales & Market Analytics or the Senior Vice President of Ticketing and Event Services
* Provides excellent customer service in-person or by phone, answering customer's questions regarding athletic ticket sales
* Totals prices and tax on tickets selected by customer
* Sell Bradenton Marauders 5-game packages via outbound, cold calls
* Assist in creating and implementing sales strategies, ideas, and programs in order to produce new sales opportunities
* Timely design, creation and development of sales proposals and presentations to increase sales while working with the University Creative services staff
* Develop and execute Email marketing campaigns under the guidance of management
* Maintains up-to-date status report of all proposals, from receipt to execution, and provides timeline of all tasks
* Daily management and upkeep of Ticketmaster Archtics, SalesForce database, and CRM

## Qualifications for ticket sales

* Box Office Functions
* Strong organizational skills, self-motivation and the ability to take initiative
* Enthusiastic attitude and outgoing, creative nature
* Requires a minimum of one (1) year of directly job-related experience
* Bachelor’s degree • Sales experience and/or familiarity with Ticketmaster Archtics platform preferred
* Proficient in the English language and ability to communicate in Spanish - preferred