



Example of Partnerships Coordinator Job Description

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Our company is searching for experienced candidates for the position of partnerships coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for partnerships coordinator

- Coordinate all monetary deposits and cash operations for the McKechnie Field Ticket Office
- Under the direction of the Assistant GM/Manager of Ticket Sales, work with HR to recruit, hire, and training of ticket sellers for the McKechnie Field Ticket Office
- Coordinate renewal process for season ticket holders for Spring Training and FSL, including mailings, order processing, seat relocations, ticket distribution, and retention initiatives
- Prepare and maintain regular corporate partnership and ticket sales reports
- Provide administrative support for ticketing components of all Marauders clubs, special programs, and other sales initiatives
- Provide superior customer service to existing clients, prospects and any general calls that are received through the phone queue, and to customers at the ticket office
- Coordinate special events for corporate partners and season ticket holders, including the Spring Training corporate partners party, monthly Marauders season ticket holder events, Gold Glove Sponsors trip to Pittsburgh, Spring Training season ticket holder banquet, and Marauders End of Season Bash
- Sell new corporate partnership, season ticket, and group ticket packages for Spring Training & FSL
- Assist with stadium operations as needed
- Complete all other projects and tasks as assigned by the Assistant

Qualifications for partnerships coordinator

- Assist with oversight of interns/assistants
- Support the San Francisco team in coordinating experiential marketing activations and campaigns
- Be knowledgeable about our business and be on point for HR-related questions (benefits, comp, etc)
- Be comfortable with the data
- Be an on the ground resource for event staff to look to for guidance
- Work with partners across Academic Affairs to implement initiatives and projects