



## Example of Premium Seat Sales Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is searching for experienced candidates for the position of premium seat sales. 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 premium seat sales

- Execute sales calls and presentations promoting the purchase and retention of premium ticket inventory in order to meet/exceed established revenue targets and sales objectives
  - Maintain and grow current relationships for renewals, referrals and cross-selling
  - Develop and implement a plan to reach annual revenue goals
  - Participate in regular dialogue with the Regional Vice President of Premium Seat Sales to establish best processes and strategies for driving new business and retaining existing clients
  - Day-to-day management of the Premium Seat Sales Coordinator
  - Overall management and quality control of VIP Lounge operation in conjunction with the venue General Manager and Sales Coordinator
  - Work closely with other members of the premium seat team and venue staff to ensure inventory integrity, high levels of customer service and enhance overall team performance
  - Management/oversight of ticket distribution to clients in conjunction with the sales coordinator
  - Responsible for collection of accounts receivable for the Premium Sales Department
  - Develop and manage operating expenses, while adhering to financial budget parameters/guidelines
-

- Qualified applicants must be able to learn and absorb at a fast pace with good humor and exceptional customer service
- Learn about the ticketing processes
- Fulfill marketing and social media tasks
- Computer Knowledge (Word, Excel, Power Point)All internships are for college credit
- Learn the various functions of the sales department
- Experience what goes into Event Planning for VIP Areas for each concert venue