



# Example of Premium Seat Sales Job Description

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Our growing company is searching for experienced candidates for the position of premium seat sales. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for premium seat sales

- Customer service, and an interest in event planning and management, venue operations and marketing are all essential components of this internship
- Provide assistance with event planning in hospitality areas for the Budweiser Stage
- Act as a VIP 'concierge' by greeting & assisting all PSS clients on show days
- Techniques for prospecting new clients
- Digital marketing e-blasts and the program's social media platforms
- Planning and execution of client events and activations
- Responsible for client entertainment at events
- Prepare, issue, and verify return of all Premium Seating contracts
- Maintain client email database and facilitate regular email updates on various items via online communication program (Marketing Cloud)
- Sell Premium Seating to new customers

## Qualifications for premium seat sales

- How to advertise and promote a VIP Season Seat program
- Get involvement with marketing blasts
- Qualified applicants must handle a fast-paced environment with good humor
- Must be able to work in NYC office at least once a week and help out on-site at concerts if necessary
- The ability to conduct yourself in a professional matter at
- Must be able to commit to a work schedule of 20 hours per week with some

