



**INTERN – TICKETING
(Events Department)**

- Positions Available:** **One (1) position – March 18th to August 29th, 2014**
 One (1) position – May 1st to August 29th, 2014
- Compensation:** **Performance based honorarium awarded at end of internship term**
- Location:** **Richmond Hill, ON**
- Reports to:** **Manager, Events**

The Ticketing Intern for the Events Department will be responsible for delivering and maintaining a ticketing program for 2014 events, and for assisting with strategic planning for the delivery, sales and distribution of all 2014 event ticket programs.

Please note that this position will require you to work various evenings and weekends throughout the term of the internship, and you will work longer hours leading up to and on event days. Some of the tasks will be administrative in nature, while other tasks will be operational and require you to travel off site (such as to a rugby pitch).

Responsibilities and Tasks may include, but are not limited to:

- Developing individual ticketing promotions and strategies for each event in line with the overall ticketing strategic plan and policies
- Work with the Promotions department to plan social media campaigns and awareness events to increase ticket sales and attendance
- Prepare reports on ticket trends to be presented at event meetings
- Track ticket revenue against milestone markers
- Track all ticket inventory (sales, comps, giveaways, discount offers, group sales, etc.)
- Solicit ticket orders for events from present and prospective customers
- Coordinate a direct mail program aimed at increasing group ticket sales
- Assist with accounts payable and receivable for the events
- Assist with the execution of sponsor deliverables for the events
- Set up and manage the ticketing area on event days
- Ensure all volunteers working within the ticketing area on event days are trained and prepared
- Maintain up to date ticket customer records in a central database for each event
- Develop, recommend and present solutions to customers experiencing difficulties with the event tickets
- Plan, prepare and distribute accreditation for the events
- Assist with the planning execution of the VIP and Hospitality program for the events

- Assist with the planning of the in game presentation plan in order to increase the fan experience at the events
- Research and plan new ways to enhance the current ticketing program, focusing on ways to increase revenue potential
- Prepare a report outlining “the good, the bad and the ugly” from your perspective for each event.

All other duties as required

All applicants should have a valid driver’s license. Access to a vehicle on a daily basis is considered a valuable asset, but not a requirement.

To Apply

Please send your resume and cover letter not later than **March 7th, 2014** to:

Human Resources

Email: humanresources@rugbycanada.ca

Fax: 905 707 9707

SUBJECT: Ticketing Intern Application