DESCRIPTION

- The ticketing intern will be responsible for assisting the ticketing department for the 2019 race season. The ticketing intern will play a key role in day to day ticket sales both on the phone and in person, provide excellent customer service, and become familiarized with the Tickets.com platform.

RESPONSIBILITIES

- Ability to learn the Tickets.com system
- Service and interact with customers on a regular basis to help resolve ticketing questions and concerns through all of our various communications avenues including phone and email
- Assist in processing, printing, and distribution of individual, group and season tickets
- Work with Corporate and Group Sales to fulfill contracted tickets
- Assist with the development and execution of the Guest Services Guide Book
- Aid in the preparation of the box office including signage placement and other setup duties
- Help with clerical duties including data entry, updating informational spreadsheets, filing and general office work

QUALIFICATIONS

- Must be enrolled in an accredited college or university
- Available May through August 2019
- Must be available on all Iowa Speedway race dates
- Excellent customer service
- Ability to make informed decisions
- Self-motivated and multi tasker
- Proficient in Microsoft Word and Excel and Outlook
- Ability to be around loud noise
- Must have a valid driver’s license

To Apply:

Send resume to
Iowa Speedway
Attn: Brittney Kronick
3333 Rusty Wallace Dr
Newton, IA 50208

Or email: bkronick@iowaspeedway.com

Iowa Speedway is an Equal Opportunity Employer (EEO) committed to fostering a diverse work environment where all employees feel valued. We seek to attract and retain the best qualified people available. All qualified applicants will receive consideration without regard to race, sex, national origin, age, color, disability, religion, sexual orientation, genetic information, pregnancy, or any characteristic that is protected by law.