

**DESCRIPTION**

- The Ticketing & Sales Intern will be responsible for assisting the ticketing department for the 2020 race season. The Ticketing & Sales 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

- Working with our ticketing software to sell tickets over the phone and at the box office
- Service and interact with customers on a regular basis to help resolve ticketing questions and concerns through various communications avenues
- Assist in processing, printing, and distribution of individual, group and season tickets
- Work with Corporate and Group Sales to fulfill contracted tickets
- Represent the Ticketing Department at various promotional events throughout the Summer
- 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
- Place outbound calls to past ticket purchasers to bring customers back to Iowa Speedway

QUALIFICATIONS

- Must be enrolled in an accredited college or university
- Available May through August 2020
- 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: Adam Stevens

3333 Rusty Wallace Dr

Newton, IA 50208

Or email: astevens@iowaspeedway.com