



## Ticket Operations Internship

The San Rafael Pacifics are committed to being a positive community asset and have made it a priority to support local organizations, create strong partnerships, and make every interaction and experience with the Pacifics a meaningful one. The Pacifics Front Office is the backbone of the organization and could not exist without the hard work and commitment of our interns. Just like our relationships with the community, we strive to create a solid and meaningful, yet fun internship program. A Pacifics intern should expect to work very long hours, up to six days a week on during a home stand.

### Responsibilities in Office and Game Day:

#### Office:

- In constant communication with our vendors, season ticket holders, and other fans for ticket and game inquires
- Restock and sort through game day tickets and wristbands
- Input and management of season tickets and sponsorship tickets
- Assist in pre-game preparations, ballpark set up, and event set up
- Other tasks as directed

#### Game Day:

- Responsible for Game Day Ticket Operations at the ballpark
- Operate ThunderTix ticketing system day of game
- Provide accurate attendance day of game and maintain attendance statistics

### Requirements:

- Ability to work well independently and in a team environment
- Critical thinking and patience
- Knowledge of basic statistics and reporting
- Strong written and oral communication skills
- Must have knowledge of basic Microsoft Office programs
- Exceptional work ethic, personal accountability, and strong time management skills.
- Strong organizational skills: Must be able to multi – task effectively
- Ability to think outside the box about ways to improve our brand
- Experience or strong desire to learn about game operations

### Compensation:

- This is an unpaid internship, but provides invaluable baseball business experience.
- Internship will start in late spring and end August 31, 2018. Dates are negotiable per academic schedule.

Interested candidates please submit a cover letter and resume to Greg Mroz at [greg@pacificsbaseball.com](mailto:greg@pacificsbaseball.com)