



SAN RAFAEL PACIFICS

GROUP SALES MANAGER

Job Description

The Group Sales Manager position oversees the Pacifics sales, marketing and fulfillment of group, event and party sales. The position is part-time (approx. 20 hours/week) between the months of March and August and includes day of game hospitality responsibilities from set-up to tear-down of on-site and off-site events.

Responsibilities include but are not limited to:

- Client database management; e-mail marketing campaigns, various ticket/event sales drives
- Renewal and creation of new group ticket and hospitality events
- Coordinate preparation and execution for specific game day programs including: birthday parties, corporate events, nonprofit and community events, team-related events (Host Family party, giveaways, ticket programs, etc.
- Oversee and assist in set-up and preparation of group/party areas for game day events
- Assist in creating/designing various promotional and sales collateral materials, including event catering menus in coordination with Director of Concessions and VP of Sales and Marketing
- Conduct marketing research on various other teams/leagues
- Oversee and assist with Event Management –evening work may be required
- Answer incoming telephone calls, emails, and assists fans seeking group/event sales information, booking and menu assistance
- Answer incoming telephone call from the groups' line; assist in booking group outings such as seating sections, party venues, etc. and receive payments for all transactions

- Create and communicate to Stadium Operations and Concessions Manager sales contracts for any and all group ticket sales and event transactions.
- Assist front office staff with all projects that arise, varying in nature from mailings to game day and special events to data entry
- Supervise interns assigned to group sales and event management
- Communicate team schedules, routine questions such as game day questions, upcoming promotions, and other group, season or flex plan ticketholder benefit information as needed through email, mail and phone
- Requirements:
 - Proficient in Microsoft Office. Photoshop skills are a plus
 - Sales and marketing experience
 - Ticket sales and marketing experience a plus
 - Experience in hospitality, catering a plus