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VALDOSTA STATE UNIVERSITY POSITION AVAILABLE

455X03

TITLE/DEPARTMENT: TICKET & GAME OPERATIONS MANAGER - ATHLETICS

DESCRIPTION: Duties include but are not limited to the following:

- *Direct responsibility for all athletic ticketing operations to include but not be limited to; season ticket sales, advance sales, game day sales, group sales, NCAA championship events hosted by VSU and Athletic Department special events.
- *Collection and reconciliation of ticket sales revenues from both office and venue sales.
- *Compile appropriate ticket sales reports following events.
- *Compile ticket sales projections for budgeting purposes.
- *Design and coordination of production of "hard" tickets.
- *Design and coordinate all ticket related media and advertising.
- *Coordinate design and implementation of sales "campaigns" for season ticket and game day sales.
- *Create and maintain an atmosphere of "customer friendly" ticket sales.
- *Direct responsibility for all game day operations to include but not limited to; venue setup, ushering, parking, custodial, public safety and concessions.
- *Other responsibilities assigned by the Director of Athletics
- *Position is 12-month and reports directly to the Director of Athletic

QUALIFICATIONS: Minimum qualifications include; bachelors degree (master's degree preferred); experience in intercollegiate athletic administration is a plus; the ability to work as part of a team, the ability to work under stressful situations and the ability to work with a diverse customer base are vital; a successful candidate must also have strong computer skills.

STARTING SALARY: \$28,077.00 annually

RANGE: Up to 10% depending on qualifications

LAST DATE FOR CONSIDERATION: Open until filled.

PERSONS INTERESTED IN THIS POSITION SHOULD: Send cover letter and resume including three references to:

Ticketing & Game Operations Search
Director of Athletics
Valdosta State University
Valdosta, Georgia 31698

NOTICE: Any offer of employment is conditioned upon the successful applicants' execution of consent to criminal history release form and upon consideration of one's criminal history.

Equal Opportunity/Affirmative Action Employer
M/F