

**INDIANAPOLIS MOTOR SPEEDWAY**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Ticket Sales Representative

**DEPARTMENT:** Ticketing

**REPORTS TO:** Manager, Ticket Sales

**POSITION LOCATION:** Administration Building

**FLSA STATUS:** Seasonal, Non-Exempt

**SPECIFIC DUTIES:**

With the Ticket Sales Manager, this position provides a vital role for the Indianapolis Motor Speedway Sales and Marketing activities. This position will be responsible for marketing and selling group tickets to the Indianapolis 500, Brickyard 400 and the Red Bull Indianapolis GP.

Make up to 500 cold calls a week. Extensive phone work including incoming, outgoing and follow-up calls to new potential leads and former ticketing customers.

Reach sales goals via ticket sales to the following group sales market: businesses, civic organizations, sponsors, car & motorcycle clubs and fraternal organizations.

Compliance with proven phone presentations and group sales approach.

Participate in sales events.

Other duties as assigned by the supervisor.

**QUALIFICATIONS:**

As a key member of the Outbound Ticket Sales Team, the candidate must continually demonstrate teamwork, integrity, a GREAT attitude and tremendous work ethic. The candidate must be very pro-active, professionally aggressive, organized, creative, innovative, open-minded and self-motivated.

Proficiency in basic software programs (word processing, excel).

Must be creative, enthusiastic and possess excellent interpersonal skills.

Must be able to work full-time hours from the months of December 2011 through August 2012.

*Rev 10/11*

*Seasonal, Ticket Sales Rep*

Must be able to work overtime, evenings, weekends and holidays.

**PHYSICAL DEMANDS:**

The Physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of the job.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.