



Nashville Superspeedway

JOB TITLE: Ticket Sales Intern
DIVISION: Ticket Sales
BASE: Nashville, TN
NO. OF POSITIONS: 1

Major Focus:

An intern at Dover Motorsports Inc. primary focus is to assist the Ticket Operations Manager and Ticket Sales Department in fulfilling ticket orders and providing customer service to fans attending our NASCAR race weekends at both Dover International Speedway and Nashville Superspeedway.

Essential Functions:

- Assist with record keeping and data validation making sure CRM is accurate
- Assist with ticket fulfillment (waivers, credentials, mailing, check-in tables)
- Assist with sales tables (set-up and engaging with fans)
- Assist with the creation of ticket promotions
- Assist with Will Call on Race Weekend
- Assist with customer service window on Race Weekend
- Assist staff and fans with mobile ticketing effort
- Assist sales staff with prospecting
- Displays an intimate knowledge of Dover International Speedway and Nashville Superspeedway and is able to verbalize that knowledge to fans in an effort to enhance their event experience.
- Assists with event responsibilities regarding race day operations, including but not limited to, race weekend sales and customer service.
- Provides exceptional customer service.
- Works safely, following all established safety rules and regulations.
- Communicates effectively with co-workers, supervisors and guests.
- Follows all relevant policies and procedures.

Additional Duties:

- Other duties as assigned.

Requirements/Education:

- College student.
- Must be a self-starter and demonstrate initiative.
- Must possess strong communication skills (verbal and written).
- Must be willing to assist others – customers and co-workers – and be able to work as a member of a team.
- Must have strong organizational skills and be able to multi-task when needed.
- Must be able to report to work on time as scheduled.
- Must be able to work weekends, holidays and nights as needed.
- Must present an overall professional appearance and report to work in appropriate attire.
- Must be able to speak, read and write English.

Organizational Relationships:

Accountable to: Director of Ticket Sales and Operations and Manager of Ticket Operations

The internship is available on a volunteer basis or in exchange for class credit.

Interested persons should email resume and letter of interest to: jobs@nashvillesuperspeedway.com with the subject line Ticketing Intern.

The above description denotes some of the specific characteristics which are necessary to perform the principal functions of the job and are not intended to be a description of all the work requirements that may be inherent in the position.

Nashville Superspeedway, is an equal opportunity employer