



TICKETING DEPARTMENT Job Posting

Camelback Ranch - Glendale, the Spring Training home of the Los Angeles Dodgers and Chicago White Sox, is now accepting applications/resumes for the following position:

Title: Ticket Supervisor
Status: Seasonal/Part-Time
Reports to: Ticket Manager
Deadline: January 25, 2010

The Ticket Supervisor is responsible for processing ticket orders, providing excellent customer service and assisting ticket office personnel with various responsibilities.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Process ticket orders and payments.
- Assist in production and distribution of all tickets.
- Process internal and complimentary ticket requests.
- Answer Ticket Office phone and address customer service inquiries.
- Respond to Ticket Office emails and process customer requests.
- Support window Ticket Sellers on game days (i.e., answer questions, troubleshoot and resolve issues).
- Ensure ticket banks are accurate and balanced.
- Reconcile daily ticket reports.
- Perform other duties as assigned.

Requirements/Physical Demands: The physical demands listed below are representative of those that must be met by a team member to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of Ticketmaster (Archtics) system.
- Energetic, friendly, detail-oriented and able to work in a fast paced environment.
- Previous customer service, cash handling and sales experience.
- Ability to work extended hours, nights, weekends and holidays as required.
- Ability to converse fluently in both English and Spanish preferred.

All offers of employment are contingent upon satisfactory background screening.

Qualified candidates may submit an application and/or resume and cover letter to resume@camelbackranchbaseball.com or fax to (623) 877-8582.

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