



**Internship Posting**  
**2010 Shark Shootout/Greg Norman Production Company**

**Ticket Coordinator - Seasonal      Mid-August - December 17<sup>th</sup>**

- Primary responsibility will be all event ticket sales over the phone, website and through local ticket outlets.
- Position will be the first point of contact for sponsors, vendors and customers and will involve administrative office duties, which will include heavy phone coverage at times, ordering supplies and shipping/mail duties.
- Position is also responsible for management of the registration process for The Shark Shootout 5K, an annual road race held in conjunction with the Shootout.

**Other Duties:**

- Track and enter ticket sales in tournament specific software
- Daily processing and mailing of tickets to customers
- Manage consumer promotions
- Organize and inventory tickets
- Coordinate mass mailing to all prior year ticket purchasers
- Manage the “Will Call” operation during event week
- Manage and track additional ticket outlets
- Produce and distribute weekly sales reports and communicate with GWSE accounting personnel
- Oversee ticket sales content on tournament website
- Correspond with Tiburon Golf Club residents
- Process 5K race registration forms and manage participant database
- Assist Operations Manager & Gulf Coast Runners with a variety of 5K projects
- Manage volunteer wait list and recruitment efforts
- Various office work and operational duties as assigned

**Summary:**

This is a paid internship (hourly) that is well-suited for an individual interested in gaining practical experience in the field of Sport Management. The position is based in Naples, Florida and requires a minimum of a 40-hour work week for the time period specified above. The Ticket Coordinator’s hours will increase as the tournament gets closer. Ticket Coordinator may be expected to work nights and weekends during the height of sales activity. Overtime is compensated accordingly.

**Contact:**

Interested individuals should send a resume and cover letter to Operations Manager, Rob Hartman at [rob.hartman@gwse.com](mailto:rob.hartman@gwse.com).