



Ticketing Assistant

REPORTING TO: Elle Salem – Ticketing Manager
LOCATION: Birmingham, Alabama
DATES: February 11, 2019 – June 10, 2019 (approximate)
COMPENSATION: Hourly wage

Company Overview

Bruno Event Team is a Birmingham, Alabama-based sports marketing and event management company formed in 1996 by Ronald Bruno and Gene Hallman. We are experienced in all facets of event management, employing a year-round staff of more than 50 employees in 10 offices in the United States. Working with our affiliated companies and divisions, Bruno Event Team services each client with expertise in all aspects of event management, marketing, and operations. We maintain a steadfast commitment to excellence utilizing vast experience, strong work ethic, and attention to detail.

Locally, BET conducts the Regions Tradition, which is 1 of 5 majors on the PGA TOUR Champions and is held annually each Spring at Greystone Golf & Country Club. Collectively, the PGA TOUR Champions has the most recognizable and accomplished players in the game, with many of its 32 members in the World Golf Hall of Fame competing regularly in its events. BET's "Gameday Experience" division provides operational and marketing services for gamedays at both the University of Alabama and UAB, and its "BETix" ticketing division offers online ticketing services to many clients.

Additionally, BET manages all events for the Alabama Sports Council (ASC), currently including annual events such as the SEC Women's Golf Tournament, the SEC Baseball Tournament, and the Magic City Classic.

BET's motorsports division, ZOOM Motorsports, is the exclusive promoter and event management team for the world-renowned Barber Motorsports Park in Birmingham. ZOOM hosts many notable events at the Barber Motorsports Park including the annual Honda Indy Grand Prix of Alabama and the Barber Vintage Festival. Bruno Hospitality, BET's leading full-service catering company, is located at and serves as the exclusive caterer for the Barber Motorsports Park and Barber Vintage Motorsports Museum.

You can find additional company information as well as event-specific information on our website at www.brunoeventteam.com.

Job Description and Specifics

Responsibilities to include:

- Assist with ticket operations and ticket sales for various events
 - Process ticket orders
 - Answer and return phone calls
 - Assist with ticket distribution for local events
 - Assist with making credentials
 - Assist with execution of charity certificates and tickets
 - Analyze ticket data
 - Data entry
 - Assist with event week set up and execution for local events
 - Other administrative functions related to BETix or local events

Abilities/Skills/Knowledge

- Ability to multi-task in a fast-paced team environment
- Excellent people and organizational skills
- Strong work ethic; dependable
- Positive attitude
- Detail-oriented
- Self-motivated with the ability to work independently
- Ability to meet stringent deadlines and work under pressure
- Proactive thinking; problem solver
- Excellent written and oral communication skills
- Strong computer skills
- Able to lift heavy boxes
- Able to be on your feet for extended periods of time

Expected Hours

Must be available to work Monday through Friday – anticipate an average of 40 hrs/week and some weekends. Hours will increase during event weeks.

Must be able to work extended/irregular hours including nights and weekends as event approaches and during event week. Most work hours will be in a typical office environment at the company's headquarters in Birmingham, AL. Working outside and on-site during events should be expected.

Resume Submission

APPLICATION DEADLINE: Friday, November 16, 2018

To apply, go to: <https://jobso.id/bjm4>

Bruno Event Team thanks all applicants but will contact only those who will be invited for an interview. Interviews expected to begin early December.