



2020 LOOKOUTS ASSISTANTSHIPS

GROUP SALES ASSISTANT JOB DESCRIPTION

The Group Sales Assistant will report directly to the Vice President and be a part of the Group Sales Team. Job duties include, but are not limited to:

- Make outbound phone calls each day
- Sell a full menu of group and ticket inventory
- Assist in the supervision of the hospitality areas
- Hire and schedule game day employees
- Help oversee the Most Improved Student Program
- Plan, implement, execute theme nights
- Cash handling and daily reporting duties
- Be able to handle a fast-paced, dynamic work environment
- Maintain ballpark standards and cleanliness
- Assist with non-gameday events
- Mascot appearances
- Pull tarp
- Other duties as assigned

The applicant should be a self-motivator who thrives in a team environment; possesses good analytical, interpersonal, and customer service skills; ability to work effectively with attention to detail in a high volume sales environment; ability to communicate clearly and resolve guest conflicts; goal oriented; quick learner; proficient in Microsoft Office, and able to lift up to fifty (50) pounds.

The Group Sales Assistant will support marketing and promotional projects around the ballpark and in the community. Along with attending community events you will occasionally be required to be the team mascot. The candidate will be required to be knowledgeable about the happenings of the Lookouts' season and well versed in Chattanooga Lookouts' history.

Salary: \$1,250 a month

Start Date: February 1st

End Date: Mid-September

To apply for this position please send your resume and cover letter to Andrew Zito at azito@lookouts.com.

Note: This position requires hours similar to full-time staff members and is designed as a great opportunity for recent graduates to begin their career in the sports industry.



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MERCHANDISE ASSISTANT JOB DESCRIPTION

The Merchandise Assistant will report directly to the Merchandise Manager and is responsible for assisting in the daily management of the Team Store. Your primary focus will be to work on merchandising, replenishment, inventory control, sales analysis, staffing, and purchasing. You will also be a part of the Sales Team and contribute to team sales efforts. Duties include, but are not limited to:

- Sell ticket plans and meet sales goals
- Responsible for merchandising and re-stocking the sales floor in daily
- Manages all aspects of Team's online store
- Assist in product design and buying for the Team Store
- Aid in hiring and staffing game-day employees
- Oversees Chattanooga Lookouts Kid's Club
- Assist in supervision the day-to-day operation of the Team Store
- Cash handling and daily reporting duties
- Be able to handle a fast-paced, dynamic work environment
- Maintain ballpark standards and cleanliness
- Mascot appearances
- Pull Tarp
- Other duties as assigned

The applicant should be a self-motivator who thrives in a team environment; possesses good analytical, interpersonal, and customer service skills; ability to work effectively with attention to detail in a high volume sales environment; ability to communicate clearly and resolve guest conflicts; goal oriented; quick learner; proficient in Microsoft Office. Able to lift up to fifty (50) pounds and work long hours.

The Merchandise Assistant will support marketing and promotional projects around the ballpark and in the community. Along with attending community events you will at times be required to be the team mascot. The candidate will be required to be knowledgeable about the happenings of the Lookouts' season and well versed in Chattanooga Lookouts' history.

Salary: \$1,250 a month

Start Date: February 1st

End Date: Mid-September

To apply for this position please send your resume to Jennifer Crum at jcrum@lookouts.com.

Note: This position requires hours similar to full-time staff members and is designed as a great opportunity for recent graduates to begin their career in the sports industry.



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TICKET OPERATIONS ASSISTANT JOB DESCRIPTION

The Ticket Operations Assistant will report directly to the Ticket Operations Manager and be a part of the Ticket Sales Team. Job duties include, but are not limited to:

- Make outbound phone calls each day
- Sell a full menu of ticket and group inventory
- Assist in the supervision of the ticket office and will call
- Aid in hiring and scheduling game day employees
- Run the Lookouts Will Call
- Cash handling and daily reporting duties
- Be able to handle a fast-paced, dynamic work environment
- Maintain ballpark standards and cleanliness
- Assist with non-gameday events
- Mascot appearances
- Pull tarp
- Other duties as assigned

The applicant should be a self-motivator who thrives in a team environment; possesses good analytical, interpersonal, and customer service skills; ability to work effectively with attention to detail in a high volume sales environment; ability to communicate clearly and resolve guest conflicts; goal oriented; quick learner; proficient in Microsoft Office, and able to lift up to fifty (50) pounds.

The Ticket Operations Assistant will support marketing and promotional projects around the ballpark and in the community. Along with attending community events you will occasionally be required to be the team mascot. The candidate will be required to be knowledgeable about the happenings of the Lookouts' season and well versed in Chattanooga Lookouts' history.

Salary: \$1,250 a month

Start Date: February 3rd

End Date: Mid-September

To apply for this position please send your resume and cover letter to Graham Hartman at ghartman@lookouts.com.

Note: This position requires hours similar to full-time staff members and is designed as a great opportunity for recent graduates to begin their career in the sports industry.



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ASSISTANT GROUNDSKEEPER JOB DESCRIPTION

The Assistant Groundskeeper reports directly to the Head Groundskeeper and is responsible for maintaining the safety and playability of the field for not only all Chattanooga Lookouts home games, but also any extra on-field events. Job duties include, but are not limited to:

- Assist with game preparations of AT&T Field
- Field preparation, batting practice, and pre-game set-up
- Set up of additional events such as concerts and corporate events
- Assist with landscaping outside of stadium and any other tasks assigned by supervisor
- Handle a fast-paced, dynamic work environment
- Maintain ballpark standards and cleanliness
- Assist with day-to-day operations in the ballpark
- Other duties as assigned

The applicant should be a self-motivator who thrives in a team environment; has the ability to communicate clearly; goal oriented; quick learner; and able to lift up to fifty (50) pounds.

Salary: \$1,250 a month

Start Date: February 1st

End Date: Mid-September

To apply for this position please send your resume and cover letter to Dan Kopf at dkopf@lookouts.com

Note: This position requires hours similar to full-time staff members and is designed as a great opportunity for recent graduates to begin their career in the sports industry.