



# 2018 LOOKOUTS ASSISTANT

## MERCHANDISE ASSISTANT JOB DESCRIPTION

The Merchandise Assistant will report directly to the Director of Retail Operations 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:

- Meet daily ticket sales call volume
- 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
- 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:** \$1,000 a month

**Start Date:** February 1<sup>st</sup>

**End Date:** Mid-September

To apply for this position please send your resume to Jennifer Crum at [jcrum@lookouts.com](mailto: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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## GROUP SALES ASSISTANT JOB DESCRIPTION

The Group Sales Assistant will report directly to the Ticket Partnership Director 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 inventory
- Assist in the supervision of hospitality areas and staff
- Manage the Most Improved Student Program
- Plan, implement, execute theme nights
- Communicate across departments
- Cash handling and daily reporting duties
- Be able to handle a fast-paced, dynamic work environment
- Maintain ballpark standards and cleanliness
- Assist with day-to-day operations in the ballpark
- 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:** \$1,000 a month

**Start Date:** February 1<sup>st</sup>

**End Date:** Mid-September

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