

True North Sports + Entertainment is seeking a passionate individual with sound interpersonal skills and organizational aptitudes to join our team in the role of Coordinator, Ticket Services.

As a **Coordinator, Ticket Services**, you will be at the heart of delivering unforgettable experiences to Winnipeg Jets Season Ticket Members and fans. From managing exclusive membership benefits to planning VIP events and coordinating group sales programs, you will play a pivotal role in shaping memorable moments that strengthen fan loyalty and engagement.

What to be excited for in this role:

- Be at the forefront of curating unforgettable moments for Winnipeg Jets Season Ticket Members, from coordinating exclusive benefits to managing unique VIP experiences and initiatives.
- Collaborate with passionate colleagues from diverse departments, including Ticket Operations, Marketing, Community Relations, and Game Production, to execute seamless programs and events.
- Design and execute innovative membership programming and group sales events that engage and delight fans while driving loyalty.
- Take the lead in organizing game-day duties, scheduling, and coordinating essential initiatives that elevate the fan experience.
- Be part of a team that is dedicated to fostering excitement, connection, and a sense of community for fans and stakeholders.

What we need from you:

- Hands-on experience in coordinating large events; prior experience in event planning is a strong asset.
- Proficiency in Microsoft Excel and a keen eye for data-driven decision-making.
- Familiarity with ticketing and CRM systems like Archtics and Account Manager is preferred.
- Excellent interpersonal skills with a strong understanding of customer service.
- Proven ability to build and maintain positive relationships with team members, suppliers, and stakeholders.
- Outstanding verbal and written skills to ensure clear and effective communication.
- Exceptional attention to detail and strong organizational skills to stay on task and effectively manage competing demands towards successful and timely completion of projects.
- A proactive attitude with the ability to contribute to a creative, dynamic team while working independently.
- Ability to exhibit discretion and confidentiality as required when dealing with confidential information.
- Physical ability to perform tasks such as standing or walking for long periods during events.
- Must be flexible with working evenings, weekends, and holidays on an as needed basis.

WE ARE TRUE NORTH.

We thank all that apply, however, only those selected for an interview will be contacted. No phone calls please.

Why you should join us!

We are True North! At True North Sports + Entertainment, we have developed a culture where our employees are engaged, challenged, and motivated. We are intentional in ensuring our employees' personal values, match our organizational values of Team, Trust & Respect, Integrity, Excellence and Community.

Included as one of Manitoba's Top Employers since 2008, our work environment is dynamic and fast-paced, offering diverse opportunities that allow you to encounter a variety of situations and develop new skills.

We encourage you to apply even if your previous experience does not align perfectly with every qualification in the job description. You may be just the right person for this role, or other roles!

To apply for this position, please fill out the online application form by [clicking here](#).

https://winnipegjets.formstack.com/forms/coordinator_ticket_services

You will be asked to upload your cover letter and resume at the end of the form (combined into one document).

We are Venues | We are People | We are Community

WE ARE TRUE NORTH

Accommodations are available upon request throughout all aspects of the selection process. Candidates requiring accommodations may contact, in confidence, hr@tnse.com.

*Closing date: **Thursday, January 30, 2025***

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