



## **Position Title: Group Sales Representative**

### **Job Details:**

Looking for an exciting summer job? Do you have a strong commitment to customer service? Are you outgoing and organized? If so, then a position in group sales is for you! The Group Sales department is responsible for booking groups and ensuring all clients have an enjoyable day at the races. Tasks include, but are not limited to, general office/computer work, answering phones, booking reservations, printing and mailing event tickets, being a restaurant host/hostess or will call window attendant, and meeting guest needs while groups are in attendance. Must be able to work five days per week, which may include weekends and holidays during our racing season.

### **Time Commitment:**

Five Days a Week (35-40 hours week), seasonal, non-exempt  
2023 Summer Racing season: July 21 – September 10, 2023  
Starting Date: Late June or early July  
Wrap up: September 10 (after the races)

**Position Reports To:** Cathy Arneel, Director of Group Sales

### **Requirements, Skills & Experience**

Must be 18 years of age with a valid driver's license  
Provide excellent customer service, and be a major point of public contact  
Must be a team player; friendly, outgoing, and energetic  
Answer a heavy volume of client phone calls and email inquiries, regarding Group Sales areas, pricing and general information  
Complete a sale from start to finish; issuing reservation forms, invoices, and receipts while booking client reservations, followed by the printing and mailing of group tickets  
Responsible for giving client tours of all Group Sales areas and facility grandstand  
Knowledge of Windows operating system, emailing with attachments a must  
General office/sales experience preferred, but not required  
As restaurant host/hostess you must be able to handle crowds, escort guests to assigned seating, monitor seating section and keep station clean at all times  
As a Will Call window attendant, patience, organization and attention to detail are a must while distributing tickets  
Must be able to stand or sit for prolonged periods of time in the sun and shade

**Hourly Rate:** \$16.50 per hour

**Contact:** Paul A. Porter  
Director of Simulcasting & Racetrack Services  
[Paul@dmtc.com](mailto:Paul@dmtc.com)

# Del Mar Thoroughbred Club

P.O. Box 700 Del Mar California 92014  
858-755-1141

Date of Application: \_\_\_\_\_

Name:		
Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	Email:

## GENERAL INFORMATION

Position applied for: \_\_\_\_\_

Available to work:                      **Full-Time**    **Part-Time**    **Temporary**

Date available to start work: \_\_\_\_\_

If you are not a U.S. citizen, do you have the right to work in the U.S.?    **Yes**     **No**

Have you ever applied for a position with or worked for DMTC before?    **Yes**     **No**

If yes, specify dates: From: \_\_\_\_\_ To: \_\_\_\_\_

## EDUCATION

	Name of School and Address	Major	No. of Years Completed	Did you Graduate?
High School				
College				
Other (Specify)				

**DMTC is an equal opportunity employer. DMTC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by applicable state or federal civil rights laws.**

## EMPLOYMENT HISTORY

**Please list your present and past work experience for the last 10 years, beginning with your current job. You may include volunteer activities.**

Name of Employer:	From	Year	To	Year
	Month		Month	
Address: <small>(Street, City &amp; State)</small>		Telephone:		
Position:		Supervisor:		
Description of Duties:				
Reason for Leaving:				
Name of Employer:	From	Year	To	Year
	Month		Month	
Address: <small>(Street, City &amp; State)</small>		Telephone:		
Position:		Supervisor:		
Description of Duties:				
Reason for Leaving:				
Name of Employer:	From	Year	To	Year
	Month		Month	
Address: <small>(Street, City &amp; State)</small>		Telephone:		
Position:		Supervisor:		
Description of Duties:				
Reason for Leaving:				

**If you need additional space, please continue your response on a separate page.**

If you are employed now, may we contact your current employer? Yes  No

Are you able to perform the essential duties of the position for which you are applying, either with or without reasonable accommodations? Yes  No

Please list any job-related professional, trade, business or civic activities, organizations and associations. (You may omit those which indicate race, color, religion, national origin, ancestry, sex, age, or the existence of a disability):

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Please provide the names, addresses, and telephone numbers of at least two references who are not related to you:

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Person to be contacted in the event of an accident or emergency:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**I hereby certify** that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the DMTC unless I have indicated to the contrary. I authorize the references listed above, as well as all other individuals whom the DMTC contacts, to provide the DMTC any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the DMTC as well as from any use or disclosure of such information by the DMTC or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my immediate dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of the DMTC. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the DMTC. I understand that no employee or representative of the DMTC, other than its president, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Further, the president of the DMTC may not alter the at-will nature of the employment relationship unless the president and I both sign a written agreement that clearly and expressly specifies the intent to do so. I agree that this constitutes an integrated agreement with respect to the at-will nature of my employment relationship, that it is final and fully binding, and that there are no oral, written, or collateral agreements regarding this issue.

I also understand that all offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States, as well as the satisfactory completion of a post-offer medical examination.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date