JESS MARIE SPENCE

CONTACT

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EDUCATION

B.A. in Arts Management
Class of 2017
Honors College at
College of Charleston
GPA 3.80

ASM Global Sales Training
Certificate

SKILLS

- Microsoft Office
- Adobe Creative Suite
- Ticketmaster Software:

  Arcthics, Host, TM1
- Google Applications

AWARDS

2017 | Dean's Excellence Award in Arts Management

2017 | Halsey Institute of Art Young Contemporaries Best in Photography

EXPERIENCE

Subscription Sales Coordinator

North Charleston Coliseum / May 2019 - August 2020

- Managed subscriptions/group tickets and handled customer service for Broadway and North Charleston Pops! symphony series
- Exceeded our group sales goal for Broadway's The Lion King through marketing strategies and building relationships with the community
- Planned subscriber events and incorporated new features within the budget
- Organized student outreach events with Broadway cast members
- Generated and reported daily sales reports to upper management
- Recorded expenses for marketing and sales efforts
- Assisted with box office daily operations, answered incoming calls, handled ticket sales and operations utilizing Ticketmaster ticketing software

Freelance Photographer

Self Employed / January 2018 - April 2019

- Photographed weddings, events, and assignments for the Post & Courier, Charleston Music Hall, and other clients in the Charleston area
- Assisted on photo shoots in the region for clients such as BMW, Ralph Lauren, Garden & Gun, and DIFF Eyewear
- Coordinated photoshoot schedules, transportation, and photo equipment
- Edited and managed photo assets, organized digital files, and distributed them to clients and to share on social media platforms

High Water Festival Artist Liaison

AC Entertainment / April 2017 & April 2018

- Prioritized tasks in a fast-paced environment to ensure a seamless experience for artists and crew
- Oversaw artist hospitality, communicated line-up schedule, and distributed credentials for band, crew, and guests
- Assisted production crew with logistics during the festival weekend
- Transported and managed band merchandise inventory

Photography Assistant

Garden & Gun Magazine / March 2017 - December 2017

- Managed and organized photography assets, confirmed copyrights, and edited and resized images for publication, website, and social media
- Organized complex travel schedules for photographers, stylists, assistants and models for multiple shoots per magazine issue
- Completed and filed expense reports for department photo projects
- Scouted locations for potential and upcoming photoshoots

Art Intern

Halsey Institute of Contemporary Art / August 2016 - May 2017

- Provided educational tours for various groups during exhibits and communicated with visitors in the gallery space
- Completed condition reports on incoming artwork and assisted with installation of exhibitions
- Assisted on the *Southbound* photography planning committee with inventory and artist information management