SARAH MATHIS

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PROFESSIONAL EXPERIENCE

WOLF TRAP FOUNDATION FOR THE PERFORMING ARTS

Manager of Artist Services *December 2016- August 2021 (remote since March 2020)*

- Serve as lead on-site concert promoter and event manager for Wolf Trap's 7,028 seat summer outdoor amphitheater; oversee operations of production staff, artist/tour personnel and vendors from load-in to load-out. Advance and execute contracts, event scheduling, VIP ticketing, meet-and-greets, security and settlement for 85+ artists per summer.
- Hire, train, and supervise 20+ seasonal employees, including IATSE Local 22, production coordinators, caterers, and hospitality staff; manage HR paperwork, on/off-boarding, scheduling, and payroll
- Maintain partner contracts, client relationships, and media contacts to meet revenue goals
- Work with in-house Marketing and PR teams to create annual organization-wide brand, drive community engagement, and maintain artistic integrity in regards to brand strategy; proof and edit performance-related copy, ads, social media content, and programs.
- Assist VP of Programming with talent buying and artist contracting, increasing annual Filene Center ticket sales from $14m to $20m and total sold capacity from 67% to 72% between 2015 and 2019

Coordinator, Program & Production *May 2015-December 2016*

- Oversaw catering, hospitality, and runners for touring artists and road crew
- Edited all in-house generated marketing copy, including performance programs, website, ads, radio/tv spots, and social channels; curated artist media and digital assets for in-house marketing team
- Processed purchase orders, invoices, and expenses to ensure accurate budgeting and forecasting
- Created and maintained performance history databases for Wolf Trap venues from 1971 to present

THE GLIMMERGLASS FESTIVAL

Artistic Administration Intern *May – August 2014*

- Built online digital submission system for future Young Artist Program applicants
- Coordinated audition panels for current company artists and organized Young Artist recitals and events

WOLF TRAP FOUNDATION FOR THE PERFORMING ARTS

Artistic Administration Intern *May – August 2013*

- Created company-wide daily rehearsal schedules for Wolf Trap Opera Company
- Arranged VIP guest ticketing and worked at Box Office ticket window for performances
- Wrote program copy for operas, recitals, and concerts and maintained company Facebook page

KENNEDY CENTER FOR THE PERFORMING ARTS

Washington National Opera Administration Intern *January – May 2013*

- Tracked department expenses to ensure accurate budgeting
- Implemented a contract template system to organize artistic data and programming information

EDUCATION

THE COLLEGE OF WILLIAM & MARY, Mason School of Business *Williamsburg, VA*

B.B.A. in Business, *Summa Cum Laude,* 3.81/4.0 GPA *May 2015*

TECHNICAL SKILLS

Fluent in English. Professional working proficiency in Italian.
Experienced user of Adobe, Tableau, Google Analytics, AdWords, Microsoft Office Suite, Ungerboeck, ProVenue, Gather, Raiser's Edge, Tessitura, FileMaker Pro.