

Hannah Archer

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Objective

Seeking a position where I can implement my studies in the Arts Management industry and experience within a creative outlet

Education

College of Charleston Charleston, SC Fall 2008-Spring 2012
BA in Arts Management
Minors: Art History and Jewish Studies

Lorenzo de'Medici International Institute Florence, Italy Spring 2011

Experience

Hostess

Tabbuli Grill Charleston, SC March 2012-Present

- Greet all guests and seat them comfortably
- Maintain entire restaurant's ambiance and cleanliness in accord with owner's vision
- Assist in all aspects of general hospitality services, while ensuring all servers have a balanced amount of guests throughout the shift

Fundraising Intern/Classroom Leader

SideWalk Chalk Organization Charleston, SC January 2012- Present

- Responsible for major planning aspects of all fundraisers, including the Charleston Doughnut Run, Art on Wheels art auction and community events
- Research and pursuit of corporate sponsorships and in-kind donations, ranging from \$100-\$1,000
- Contact target audiences to increase participation
- Set up local media outlets, including radio, newspaper, Internet, and TV coverage
- Order event materials while staying within a tight budget for a start-up non-profit
- Coordinate with board members and their personal/business contacts for necessary resources
- Attend board meetings and conference calls with executive director and program director
- Lead 4th and 5th grade class lessons each week focused on creative writing skills and arts programming

Front-of-House Manager

Sottile Theatre Charleston, SC October 2011- Present

- Responsible for all aspects of the historic venue during events, including opening the house, ensuring the theatre is well-maintained, safety of all patrons, and locking the facilities
- Review contracts to ensure all requested services and products are available
- Direct coordination between presenters, vendors, third-party coordinators and volunteers

Design Intern

Duvall Events

Charleston, SC

August-December 2011

- Attended and engaged in client meetings during site visits, menu tastings, and other pre-production matters
- Confirmed event times with coordinators, pulled and packed truck, assisted in set-ups and breakdowns, and acted as supervisor for specific events
- Implemented design eye to create and/or install various draping and lighting, arrange floral and any other design elements for an overall successful event
- Updated and maintained inventory in warehouse and showroom
- Designed and created all necessary documents for client use and staff reference, including contracts, work orders, design boards, floor plans, proposals, and floral orders
- Prioritized and organized multiple assignments to work efficiently and cooperatively on-site and in office, accepting constructive criticism in order to learn

Festival House Manager/ Intern

Office of Cultural Affairs

Charleston, SC

May- October 2010

- Managed various events throughout the Piccolo Spoleto Festival by delivering and setting up all necessary materials, organizing the venue and directing all volunteers to their appropriate assignments
- Greeted and fulfilled any requests/needs of each event's coordinator, artists, box office staff, and audience
- Worked in Piccolo Spoleto Press Room, interfacing with all media persons, which included assigning press badges, setting up interviews, compiling press clippings, and checking and responding to necessary voicemails
- Responsible for researching and writing event descriptions for the Arts in Charleston Calendar; proofreading print version of calendar, typing and posting event entries into the website via WordPress

Volunteer Experience

Jazz Artists of Charleston

Charleston, SC

November 2009- Present

- Volunteered during concerts at the Charleston Music Hall
- Unpacked and organized products for merchandise table
- Assembled programs and other hand-outs
- Set up all aspects of the venue, including safety regulations, bathrooms, tables, banners and artists' room
- Worked will-call and ticket sales
- Led fundraising table, promoting JAC and instructing how to complete donation and join memberships

Shinefest

Charleston, SC

October 2009

- Promoted the relatively new music festival that benefits South Carolina Education and scholarships
- Posted promotional materials, including posters and rackcards
- Worked promotional event at Shine Restaurant, talking with various people about Shinefest and the organization's mission
- Sold tickets and raised interest throughout the city and college campuses