

# SARAH FLAMM

CREATIVE MARKETER & PRODUCER



## CONTACT

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Paris, France

www.sarahflamm.com

## SKILLS

Event Production

Microsoft Office

Adobe Photoshop and  
InDesign

Video Editing

## LANGUAGES

ENGLISH  
Fluent

FRENCH & SPANISH  
Beginner

## INTERSHIPS

ADVERTISING CLIENT  
SERVICES INTERN  
AKA NYC  
New York, NY | 2015

EDUCATION AND  
AUDIENCE ENGAGEMENT  
INTERN

The Broadway League  
New York, NY | 2014

GROUP SALES AND  
MARKETING INTERN  
Davenport Theatrical  
Enterprises  
New York, NY | 2013

## EDUCATION

### ESCP BUSINESS SCHOOL

MSc Marketing and Creativity

Specialization: Digital Transformation & Entrepreneurship

L'Oréal Big Picture Project

2021 - 2022

### NYU GALLATIN SCHOOL OF INDIVIDUALIZED STUDY

BA in Individualized Study

Concentration: Producing and Theatre Audiences

Albert Gallatin Scholar

2012-2016

## PROFESSIONAL EXPERIENCE

### PRODUCER & CREATIVE PROJECT MANAGER

Freelance: Off-Broadway and Site-Specific Theatrical Productions and Podcasts  
New York, NY | 2016 - Present

- Served as project manager to bring various large-scale creative productions to life, managing budgets ranging from \$500 to \$500,000
- Coordinated hiring and payment of actors, musicians, management, and stage crew, managing teams of up to 50 employees; oversaw scheduling of all aspects of production from ideation to completion
- Designed and executed digital marketing campaigns, operating social media accounts and liaising with press representatives to promote each production
- Liaised with venues to lead experiential design for intricate productions; managed ticketing and audience services for audiences up to 500 per performance

### EXECUTIVE ASSISTANT

Atlantic Theater Company

New York, NY | 2017 - 2020

- Managed the executive office of the off-Broadway theatre company and acting school, overseeing complex calendars and spearheading cross-departmental communications with a staff of 40
- Produced the artistic presentations at the annual fundraising gala, liaising with high-profile talent and honorees, coordinating all logistics for rehearsals and run of show
- Directed the Atlantic Internship Program, supervising 16 interns per quarter, and spearheading their educational programming
- Served as point of contact for the Board of Directors, planning all quarterly meetings, supplemental events, and executing the board recruitment process

### MEMBERSHIP AND MARKETING ASSOCIATE

Theatre Communications Group (TCG)

New York, NY | 2016-2017

- Managed relationships with members, overseeing the client services for over 500 member organizations nationwide, facilitating retention and recruitment activities
- Supported marketing initiatives for TCG's various membership programs, including developing content for the organization's Instagram and representing TCG at community events