



SARAH V DUBÉ

DESIGN

EXPERIENCE

FREELANCE CONTENT CREATOR / FEB 2024 — PRESENT

DIGITAL COMMUNICATIONS SPECIALIST (TEMP) / THE BURKE MUSEUM / SEATTLE, WA / JUNE 2024 — AUG 2024

- Executing social media campaigns across various platforms (Facebook, Instagram, LinkedIn, etc.)
- Creating engaging and shareable content that aligns with brand voice and target audience
- Monitoring social media channels for trends, news, and feedback
- Collaborating with cross-functional teams to ensure consistent messaging across all channels, and gathering photos and video of daily work in the museum
- Developing and maintaining the Communications team's editorial calendar

MARKETING EVENT COORDINATOR / ARTS CENTER MANAGEMENT / DELRAY BEACH, FL / MAY 2023 — NOV 2023

- Graphic design support for events at multiple locations including Delray Beach Playhouse and Coral Springs Center for the Arts (playbill, posters, flyers, print ads, digital ads), as well as community advertising
- Social media support for related venues, shows, and brands
- Developing and maintaining event planning checklists, managing artist contracts, along with reviewing technical riders with appropriate directors

GRAPHIC DESIGN & OFFICE MANAGER / BOCA BLACK BOX CENTER FOR THE ARTS / BOCA RATON, FL / SEP 2019 — DEC 2022

- In-house designer of all marketing materials, including regular posters, flyers, and other content both online and offline for venues in Boca Raton, West Palm Beach, and Port St. Lucie
- Creating graphics, backdrops, updating website, overseeing deadlines, rider requirements, listing shows for sale on various platforms, including ticketing website, social media (Facebook, Instagram) and third-party websites
- In charge of weekly email campaigns for multiple locations and audiences
- Monitoring ticket sales, communicating with artist and/or their agents, consumer relations, aiding in booking acts and private rentals, general office management

SOCIAL MEDIA MANAGER / GELATO FIASCO / ORLANDO, FL / DEC 2018 — MAY 2019

- Shooting and editing photography and videography for social media platforms
- Weekly email campaigns, advertising special promotions, new items
- Managing Facebook ad campaigns and comments, Instagram feed, and Twitter, brainstorming marketing strategies to increase social media and foot traffic

CONTACT

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PORTFOLIO

sarahvdube.com

EDUCATION

UNIVERSITY OF
CENTRAL FLORIDA
Bachelor's Degree — Film
Minor — Photography
Orlando, FL
2017

TRAITS

- Autodidactic
- Detail-Oriented
- Creative
- Organized
- Dedicated

S K I L L S

ADOBE CREATIVE SUITE (5+ YEARS)

Specialization in Photoshop, Premiere Pro, Lightroom, InDesign, Illustrator - Other programs include WordPress, Microsoft Office Suite, Square, Asana, Mailchimp, Constant Contact, Basecamp, Mac/Windows OS

MARKETING CONTENT CREATION

Responsible for providing creative content to promote brand image and consistency, such as photography, posters, brochures, logos, mock-ups, email campaigns, social media sizing for various assets

PHOTO & VIDEO EDITING

Photo-manipulation, color correction, retouching, importing and cutting video files, color grading, animation

OFFICE MANAGEMENT & CUSTOMER SERVICE

Ensuring all office work is done correctly and efficiently, often overseeing the work of others and assisting when necessary, experience in sales and client retention, managing any concerns with empathy

PRODUCTION EXPERIENCE

On film set and pre/post-production, directing, screenwriting, script supervision, set design, camera operation, lighting, editing

R E F E R E N C E S

Available upon request