



**September 2007-June 2008**

**The Orpheum Theatre**

**Memphis, TN**

*Marketing Assistant/Promotions Coordinator*

- Duties included assisting marketing director with the planning and implementation of promotions, overseeing all aspects of rewrite of theatre's history book, maintaining all event calendars, assisting with writing press releases and website copy, assisting with media appearances by cast members, assisting with show settlement and marketing budgets, overseeing the printing and distribution of marketing materials like posters and brochures, developing and implementing a street marketing team, overseeing, planning, and implementing various promotions related to the marketing of Broadway shows and children's productions.
- Manager: Kanette Rodgers—Phone #: 901-529-4287

**June 2007-August 2007**

**Trilogy Marketing**

**Memphis, TN**

*Intern for Southern Bride Magazine and Romantic Destinations*

- Wrote articles, interviewed sources, coordinated photo shoots, conducted research, wrote and edited copy, some cold calling to potential advertisers, magazine distribution
- Employer: Sherra Meyers—Phone #: 901-761-1505

## **Leadership/Volunteer Roles**

- Currently serve as publicity manager for non-profit modern dance company Project: Motion
- Served as editor of the Brogue, literary journal at Belhaven College. Duties included organizing and leading staff meetings, giving out staff assignments, reading and editing submissions, choosing accepted submissions, organizing format and order of journal, working with graphic artist/designer on overall journal design
- Served as co-president of DOXA, dance club at Belhaven College. Duties included planning club events, event publicity, coordinating and running bi-annual DOXA dance concert
- Served as department liaison for Graduate Student Council at University of Memphis
- Served on Graduate Grade Appeal Committee

## **Online Profiles/Website**

- [www.childrenofthewall.com](http://www.childrenofthewall.com)
- [www.thesocialnetworkisalwaysgreener.wordpress.com](http://www.thesocialnetworkisalwaysgreener.wordpress.com)
- [www.facebook.com/people/Sarah-Christine-Bolton/136700330](https://www.facebook.com/people/Sarah-Christine-Bolton/136700330)
- [http://twitter.com/sarahbolton2003](https://twitter.com/sarahbolton2003)
- <http://linkedin.com/in/sarahchristinebolton>

## **Computer Programs/Platforms**

- PC, Mac, Photoshop CS3, Dreamweaver CS3, Flash MX 2004, Word, Excel, PowerPoint, Firefox, Safari, Internet Explorer, WordPress, Blogger