

Jamie Hafner

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Currently Sponsored by the UK Government on Post Graduate Work Visa

WORK EXPERIENCE

Edinburgh Festival Fringe Society

July-August 2023

Retail and Information Assistant

- Corresponded with fellow employees to manage and maintain the highest standard of order to daily operations of the Fringe Shop during the shop's busiest month of the year
- Happily engaged with thousands of customers whilst successfully completing transactions and answering questions about merchandise, the festival, and the city of Edinburgh
- Operated the Shopify POS system, navigating card and cash transactions for hundreds of customers everyday

Philly POPS

January-August 2022

Marketing and Communications Co-Op

- Write first drafts of communications materials, including press releases and media advisories that are distributed to over 80 media contacts with an average 27% open rate
- Create and manage the organisation's Instagram, Facebook, Twitter, and LinkedIn pages, reaching 10,000 accounts on four platforms weekly and increasing followers by 5% every quarter on each platform
- Assist in the planning and execution of press events, resulting in an average of 500,000 media impressions per event and a correlating increase in sales shortly after each press event

Theatre Exile

September-December 2021

Arts Administration and Patron Services Intern

- Engaged with patrons while fulfilling season subscription tickets for over 300 subscribers, selling tickets/subscriptions to over 50 buyers via phone, and managing hundreds of Patron Contacts in Patron Manager.
- Updated and maintained Theatre Exile's casting database, filing 250 casting submissions and transferring the Google Sheets database to Airtable, resulting in successful hires directly off the casting database.
- Supported the Director of Individual Giving with the implementation and execution of opening night festivities, hosting and feeding 75 patrons while cultivating stronger donor relations for the theatre

FringeArts

May-September 2021

Marketing and Communications Intern

- Monitored FringeArts social media platforms on Instagram, Facebook, and Twitter, generating social media content that engaged over 10,000 existing followers while increasing followership by 10%
- Managed 170+ events in WordPress, updating and entering information on showtimes, COVID-19 policies, ticket prices, and SSO taglines to successfully reach over 250,000 viewers on all events
- Wrote and distributed performance information to over two dozen online event publication calendars for the Greater Philadelphia Region, promoting 12 productions to a total audience of 100,000 viewers
- Assisted in the building of the Fringe 2021 Programme, assembling, formatting, and proofing show information for over 170 shows and 1,000 + performances.

SKILLS

Microsoft Office, Box Office Management, Salesforce CRM and POS, Galaxy POS, Red61 Ticketing System, Notion

EDUCATION

University of Edinburgh

2022-2023

Master of Science: Creative Industries

Drexel University

2018-2022

Bachelor of Science: Entertainment and Arts Management. Minors: Non-Profit Communications and Business Admin.