

SARAH WALES

sarahwales2022@gmail.com | 972-977-9876 | Dallas, TX 78705

EDUCATION

The University of Texas at Austin, GPA 3.95

2018 – 2022

Bachelor of Fine Arts, Dance Performance

Bachelor of Science, Exercise Science

EXPERIENCE

ISHIDA Dance Company

Nov 2021 – present

Arts Administration Intern

- Organized logistical components such as travel, housing, and volunteers for a professional performance
- Worked closely with the Artistic Director to provide support and communicate important information with artists and outside entities via email and phone
- Traveled with the company to assist with venue specifics, setup, and cleanup of performances and receptions
- Managed Instagram and Facebook accounts utilizing Photoshop and Canva

Dance Action

2019 – 2022

President (2021-2022)

- Coordinated executive board to create a positive and efficient work environment
- Assisted the production coordinators in carrying out performances and led the organization as it returns to in-person activities

Production Coordinator (2020-2021)

- Artistically designed and coordinated two fully student produced dance performances aimed at encouraging creativity, risk, and experimentation
- Communicated with department faculty regarding production dates
- Reviewed choreographer applications and coordinated dancer auditions

Internal Coordinator (2019-2020)

- Sent a weekly newsletter to facilitate the communication of performance details, classes, and social events for the organization's 200 subscribers
- Revitalized and maintained the website and blog for Dance Action

HistoryMaker Homes

Winter 2020,
Summer 2021

Construction Operations Clerk

- Reduced the backlog of construction documents by scanning and filing
- Processed field manager monthly and quarterly bonuses, performed data entry, and completed other special projects

Christian Students on Campus

Summer 2019

Operations Intern

- Coordinated events and managed group assignments through Airtable software
- Connected with approximately 400 incoming freshmen to build membership

DANCE EXPERIENCE

Dance Repertory Theatre (Dancer/Choreographer)

Cohen New Works Festival (Dancer/Choreographer)

Dance Action's S.E.E.D. (Dancer/Choreographer)

SoulEscape The Company (Dancer)

Butler Opera Center (Choreographer)

Bombshell Dance Project (Dancer)

HONORS AND AWARDS

Meredith and Cornelia Long Internship Fund

University of Texas at Austin College Scholar

University of Texas at Austin Fine Arts Scholarship

Phi Kappa Phi Honor Society

SKILLS

Microsoft Office

Final Cut Pro Video Editing Software

Photoshop

Google Suite

Performance Production