

JOSEPH VALLE HOAG

ARTISTIC ADMINISTRATION

OBJECTIVE

To obtain a challenging administrative position where my creativity, problem-solving skills, and experience in managing operational and financial activities can be utilized to create community and tell stories.

ADMINISTRATIVE EXPERIENCE

DIRECTOR OF ARTIST MANAGEMENT, THE YULETIDE CAROLERS

2018 - Current

Booked, produced, and managed 50+ seasonal music performances per year across NY and CT regions achieving year-over-year revenue growth of 10%. Oversaw casting, contracting, scheduling, travel, artist support, and increased staffing by 25%. Liaised with clients including corporate and public-facing venues and opened five major new accounts. Maintained profitable budgets and timely payroll, and ensured execution of high-quality music events.

MANAGING EDITOR, INNOVATIONS JOURNAL

2024 - Current

Coordinated editorial operations and executive support within a research-driven journal. Managed communications with contributors and faculty collaborators. Oversaw editorial meetings, digital content workflows, and event-related scheduling allowing for first dual release schedule.

ACCOUNT MANAGER, HANDY

2018 - 2021

Managed approximately 300 accounts in partnership with Lowes. Led team in ticket resolutions at 100+ per day. Administered payments, vendor schedules, and provided phone, email, and chat support for customers. Led cross-functional team of engineering, CX, and product staff to write and implement new SOPs.



ADDRESS

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LINKEDIN

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ABOUT ME

Artist manager, producer, and administrative professional with over eight years of experience in talent booking, financial management, and artistic administration. Skilled in event logistics, artist relations, technical production planning, audio production, and budget management.

EDUCATION

NORTHEASTERN UNIVERSITY, D'AMORE-MCKIM SCHOOL OF BUSINESS EXPECTED 2027

Master of Business Administration

NEW YORK UNIVERSITY, STEINHARDT 2018

Bachelor of Music

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PROFESSIONAL ARTISTIC EXPERIENCE

SECTION LEADER, *THE CHURCH OF THE BLESSED SACRAMENT*

2018 – Current

Curated, and coordinated new music programming for weekly services and special occasions. Collaborated with music directors on program design and performance.

ACHIEVEMENTS

2,200 MILE THROUGH-HIKE OF THE APPALACHIAN TRAIL

2024

Demonstrated self-sufficiency, problem solving and decision-making skills, project management, and both physical and mental resilience.

EAGLE SCOUT RANK, *THE BOY SCOUTS OF AMERICA*

2013

Demonstrated leadership, project management skills, and content of character. Developed service leadership philosophy.



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SKILLS

Leadership, stakeholder relationship management, strategy development and strategic positioning, negotiation, financial management, budgeting, talent management and development, teamwork.