

Erica J. Harding
2718 Larkins Way
Pittsburgh, PA 15203
Cell (412) 759-0467

OBJECTIVE

To use my experiences in performing and creative management to engage the community and the company in an inclusive environment

EXPERIENCE

September 2014 – May 2016

Department of Theater and Dance, Indiana University of Pennsylvania

Student Recruitment Chair

- Attending conferences (South East theater Conference, Pa Thespian's Festival)
- Speak with incoming students about the department
- Organize tours of the building

September 2014 - May 2016

Theater by the Grove, Indiana University of Pennsylvania

Front of House Assistant

- Training new house managers
- Assisting box office with will call and end of the evening money count

May 2015- May 2016

Alpha Psi Omega, Indiana University of Pennsylvania

Secretary

- Scheduling weekly meetings
- Organization/execution of opening night receptions
- Over seeing concession stand sales and inventory

December 2015 - January 2016

Theater by the Grove Touring Production "A Soldier's Heart"

Company Manager

- Create menu and budget for show day meals
- Organize transportation and hotel accommodations
- Work with an assistant to purchase and set up meals

September 2015 – November 2015

Acorn Project "Evening of Short Plays" Indiana University of Pennsylvania

Artistic Director

- Organization and scheduling of rehearsal times and space
- Hiring/ casting directors, technicians, and actors
- Over seeing rehearsal progress and marketing strategy
- Scheduling and leading production meetings

May 2015 – August 2015

Contemporary American Theater Festival

Company Management/Events Intern

- Organization and execution of company events
- Creating a budget for cast and company meals
- Set up and Tear down of company living quarters
- Day to day office work

EXPERIENCE Cont'd

January 2014 – May 2014

Theater by the Grove, Indiana University of Pennsylvania

House Manager

- Organizing volunteer ushers
- Creating emergency exit plans
- Handling patron conflicts
- daily cleaning and organization of the space

EDUCATION

Indiana University of Pennsylvania

August 2012 – August 2016

Bachelor of the Arts in Theater

Pittsburgh Capa 6-12

Musical Theater Major

Diploma 2012

ACCOMPLISHMENTS

Kennedy American Theatre Festival, Irene Ryan Nomination 2013

IUP Theater by the Grove; Outstanding Achievement in Directing Award 2014-2015; 2015-2016

Alpha Psi Omega, Secretary 2015-2016

National Honor Society, President

Hot Metal Bridge Faith Community, Volunteer

REFERENCES

Laura Hodge

CEO, San Diego Creative Arts Project

619-501-4821

sdcreativearts@gmail.com

Terri Williams

Department of Theater and Dance Secretary

724-357-3120

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Dr. Carrie J. Cole

Director of Production/ Integrative Theater Studies

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