

ERIC SETH GRANT

Writer | Producer | Theatre Maker

EDUCATION

July 2013 – April 2017	THE UNIVERSITY OF MICHIGAN College of Literature, Science, and the Arts — Graduated with Honors <i>Bachelor of Arts, Screen Arts & Cultures (Screenwriting & Producing)</i> School of Music, Theatre & Dance — Playwriting Concentration	Ann Arbor, MI
Summer 2014	Study Abroad <ul style="list-style-type: none">Studied French at l'Institut Catholique de Paris, and Art History through the UofM	Paris, France

SELECTED PROFESSIONAL EXPERIENCE

February 2019 – Present	OLIVE WELL at COMPASS REAL ESTATE <i>Marketing Director</i> <ul style="list-style-type: none">Designed the website, OliveWell.comWrote all copy for the “Brag Book” at the Olive Well launch partyWrite all listing and marketing copyInterview clients and local businesses for in-depth profiles	Chicago, IL
August 2018	PHOENICIA INTERNATIONAL FESTIVAL OF THE VOICE <i>Assistant Director, “Carmen”</i> <ul style="list-style-type: none">Managed rehearsal schedules, props, costumes, and choral needsResponsible for resolving talent and technical operation issues	Phoenicia, NY
January – May 2018	GOODMAN THEATRE <i>Literary Associate</i> <ul style="list-style-type: none">Work directly with literary managers and producers, organizing workshop readings of new playsPerform extensive research on current productions to build dramaturgical packets	Chicago, IL
September – December 2017	THE JOHN F. KENNEDY CENTER FOR THE PERFORMING ARTS <i>Theater Programming Intern</i> <ul style="list-style-type: none">Assistant company manager; organizing budgeting, travel, hotel, and backstage accommodationsWrote all individual itineraries for visiting artistsExecuted all purchase orders and invoicesCopy-edited all playbills and press releases for both presented and produced showsBuilt daily box office income reports for producer Jeffrey FinnConducted auditions and worked with individual artists when last-minute difficulties arose	Washington, D.C.
August 2017	PHOENICIA INTERNATIONAL FESTIVAL OF THE VOICE <i>Assistant Director, “La Bohème”</i>	Phoenicia, NY
January – February 2016	“PARADE: THE MUSICAL” <i>Lead Producer</i> <ul style="list-style-type: none">Crafted grant proposals, organized auditions, put together production teamLiaison for cast and crew, including offering mediation for concerns raised by the creative teamCreated a GoFundMe campaign to raise additional funds and organized rewards for backers	Ann Arbor, MI
November 2014 – December 2015	UNDER THE MOON PICTURES, LLC <i>Co-Producer and Co-Line Producer for the feature film “At Sunrise”</i> <ul style="list-style-type: none">Swiftly resolved unexpected delays in order to keep filming on scheduleBudgeting and equipment acquisitions; liaison for all department headsAcquired and co-wrote cameo role for horror star Meg Foster	Ann Arbor, MI
June – August 2015	RKO STAGE, INC. <i>Producing Intern</i> <ul style="list-style-type: none">Recorded meeting minutes and assisted the office manager with ordering supplies and organizing large-scale invitations for important eventsWrote detailed coverage for screenplays and stage playsRan events, including presentations for potential investors in upcoming Broadway shows	New York, NY

OTHER SKILLS

Proficient with:	Microsoft Office (Word, Excel, Access, Outlook, PowerPoint), Google (Drive, Docs, Sheets, Slides), Adobe Acrobat, Tessitura, ArtsVision, Final Draft, Mac OS, Windows, Wix.com
Experienced with:	Adobe Photoshop, Adobe InDesign, Final Cut, Audacity/GarageBand