

Erin Jay Hutchinson

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Summary

As an experienced professional in the musical and dramatic performing arts, I have extensive experience onstage, and a wide range of knowledge and experience in backstage roles. These include publicity and marketing, production management, stage management, sound mixing, lighting control, costume and set design and construction.

Qualifications

Bachelor of Education – Secondary, Curtin University	2013
Major in Arts/ Minor in English, Specialty Drama Teacher	
Actor's Apprenticeship with Bill McClusky, Actors Management	2004
Certificate II Music Theatre, WAAPA	2003
Advanced Diploma of Performing Arts, WAAPA (Classical Voice - completed 2 years)	2000-2001

Professional Theatrical Experience (Production Roles)

Western Sky Theatre 2017

For the WA premiere of ONCE WE LIVED HERE, an Australian musical at The Blue Room, I took on multiple roles and provided additional support for all members of the production. Roles & duties included:

Co-Producer

- Organising rights for the play.
- Arranging auditions for casting
- Creating a production budget
- Creating a full production schedule
- Solving casting and score problems

Production Manager

- Running production meetings
- Organising photographer & venue for promotional photoshoot
- Ensuring cast access to script & score materials
- Ensuring schedule is kept up to date
- Ensuring all technical & design team are on track
- Managing performers & other staff during rehearsal & performances
- Sharing of venue safety procedures
- Ensuring safety of all set construction for performances
- Additional:
 - Sourcing & making props & costumes
 - Assisting in solving set design problems
 - Assisting in construction & painting of set
 - Set dressing
 - Creating space for musicians in adjacent room
 - Sourcing sound effects
 - Filling role of Stage Manager & Sound Technician for performances
 - Catering for opening night

Publicity & Marketing

- Writing media releases (general & individual)
- Distributing media releases to relevant publications & following up contact
- Publishing publicity content online
- Organising radio interviews and audio content to share
- Creating & facilitating social media publicity plan
- Creating additional publicity content (images & videos)
- Creating & sending out VIP invites & following up on Rsvps
- Contacting reviewers
- Collating all online content & reviews

Holland St Productions

2014 - current

I am an established core member of the Holland St Productions team, a local multi-award winning independent theatre company. I have filled many onstage roles in multiple productions but also manage the general administration duties and production roles for all shows as required. These have included: AN EXTRAORDINARY TALE; DR FELICITY RICKSHAW'S CELEBRITY SEX PARTY; GUTENBERG! THE MUSICAL; POINT & SHOOT: A NEW MUSICAL; A JONES WOODS EXPLOSION; GRAVITY THE MUSICAL; HOMESTYLE CABARET. Many of these have had multiple performances at different venues, including tours to Busselton, Brisbane, Sydney, Melbourne, London & Brighton in the UK.

General Production Manager Duties:

- Creating & maintaining company website
- Application writing for festivals, events, visas & funding
- Organising venues & liaising with venue administrators
- Booking travel, baggage, & accommodation as required
- Creating rehearsal schedules
- Creating budgets & finalising payments
- Sourcing & making props & costumes
- Arranging poster & flyer printing & distribution
- Assessing ticket sales & boosting as needed (with discount codes/ competitions)
- Booking additional performances (as suited to all cast)
- Organising sound & lighting equipment & personnel as required
- Pre & post show cleaning of venue
- Organising catering
- Setting up and managing Trybooking for events
- Co-ordinating front of house

General Publicity & Marketing Duties:

- Writing & distributing media releases with audio & image content
- Inviting & following up VIPs & reviewers
- Booking interviews & photoshoots
- Creating & posting social media content
- Writing show touring blogs
- Liaising with international publicist
- Flyering & engaging members of the public
- Cross promoting other independent shows
- Arranging selling of merchandise

Other

- Working as sound & lighting technician as required
- Directing & choreographing GUTENBERG! THE MUSICAL
- Creating artwork for DR FELICITY RICKSHAW'S CELEBRITY SEX PARTY
- Designing costumes & sets for multiple shows

Umbrella Works Inc.

2016 - current

I am a board member of local production support house Umbrella Works. Within this company we are striving to build a producing house for hire for local independent theatre companies, providing insurance, support with contracts, funding and event applications, and access to experienced local producers & production managers. Shows have included: SENSE & SPONTANEITY; 10 000; PUPPEROTICA; PUPPET TALES.

Other

- Radio Announcer for Perth Theatre News on Capital Events, Capital FM 101.7
- Scriptwriter & co-producer of DUMMIES GUIDE TO OPERA (2014/ 2015)
- Stage Manager (including lighting & sound control) of TALL, GRANDE, VENTI: A COFFEE CABARET (2011, London)
- Stage Manager & Production Manager of DIRTY PRETTY NAILS (2007, The Blue Room)
- Director of THE GANG IS ALL HERE (2006)
- Stage Manager (including lighting & sound control) of HYENA HOWLS (2005, Hayman Theatre)
- Costume Designer for TALKING WITH... (2005, Hayman Theatre)
- Private Tutor for WACE/ TEE Drama (2009/ 2017)
- Choral Conductor for Savoy Singers (2002-2009)

Certificates & Licences

Working With Children Check 1329927
Drivers Licence Class C 4400848

Professional Memberships & Affiliations

Blue Room Theatre, Drama West, Drama Australia, English Teachers Association WA, Media Entertainment & Arts Alliance, Swing Dance Society WA, Teachers Registration Board

Community & Leisure Interests

All Arts & Crafts.

Attending Theatre.

Dance training and social dancing.

Volunteer performer for St George's Cathedral Events

Volunteer performer for Christ Church Events

Sewing & Costume design.

Choral singing & conducting.

Reading – History, Travel, Science Fiction,
Fiction, Fantasy

References

Ms Serena Kipling

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Mr Tyler Jones

Director

Holland St Productions

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Mr Andrew Baker

Director

Western Sky Theatre

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