

NAPLES, FL
OBERLIN, OH

Arts Manager | SOPHIE LEAH
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SKILLS

Orchestra Concert Production · Stage Management · Personnel Management · Schedule Coordination · Google Suite · DaVinci Resolve · QLab · ArtsVision

PROFESSIONAL EXPERIENCE

Oberlin Music Theater — Beck Center , Asst Stage Manager	Lakewood, OH
January 2026 - Present — <i>Spring Awakening</i> , dir. Victoria Bussert	
<ul style="list-style-type: none">Maintained continuity between OMT rehearsal spaces and the performance space at Beck Center for the ArtsEnsured maintenance to AEA rules in the absence of the PSM	
Oberlin Conservatory Opera Theater , Asst Stage Manager	Oberlin, OH
September - November 2025 — <i>L'amant Anonyme</i> , dir. Fenlon Lamb	
<ul style="list-style-type: none">Created and maintained Who-What-Where and other tracking paperworkMonitored personnel and timelines leading up to performancesProvided entrance cues for actors and ensured backstage logistics	
Aspen Music Festival & School , Orchestra Manager — Conducting Fellows	Aspen, CO
June - August 2025	
<ul style="list-style-type: none">Balanced and tracked schedules across festival departmentsCreated Daily Rehearsal Schedules based on programmingLiaised with Music Director and visiting faculty artists	
Oberlin Conservatory Opera Theater , Asst Stage Manager	Oberlin, OH
February - March 2025 — <i>La Finta Giardiniera</i> , dir. Stephanie Havey	
<ul style="list-style-type: none">Created and maintained prop and deck tracking paperworkProvided entrance cues for actors and ensured backstage logistics	
Artis—Naples , Artistic Operations Intern	Naples, FL
January 2025	
<ul style="list-style-type: none">Shadowed the Production Management team with daily operationsCompleted organizational tasks & archival documentation	
Oberlin Conservatory Concert Production , Stage Crew, Supervisor	Oberlin, OH
September 2023 - Present, (promoted 2024)	
<ul style="list-style-type: none">Created paperwork and determined shift assignments for crew rosterCoordinated with performer's needs & prepared the concert space for their performance	
Oberlin Conservatory Division of Ensembles , Ensemble Manager	Oberlin, OH
September 2023 - Present	
<ul style="list-style-type: none">Set up and tore down rehearsals while monitoring student attendanceCreated stage plots and maintained rehearsal stage logistics	

EDUCATION

Dual Degree — **BM** in Double Bass Performance | **BA** in Cinema Studies
Concentration: Arts Administration & Leadership
Oberlin College and Conservatory, studio of Derek Zadinsky

Expected
Spring 2026

— *References available upon request* —