

# Sabrina Ehrnstein

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Detail-oriented professional with a background in project management, budget tracking, and artistic coordination. Experienced in building and maintaining systems that ensure accurate tracking and efficient workflows within cultural and educational settings. Eager to support inclusive access to the arts.

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## Professional Experience

### Interim Costume Shop Manager

2025  
DENVER, CO

#### METROPOLITAN STATE UNIVERSITY of DENVER

- Managed daily operations, purchasing, and documentation supporting two productions
- Established a department database of tax-exempt vendors and secured new equipment

### Costume Coordinator

2025  
NEW YORK, NY

#### CLASSICAL THEATRE OF HARLEM

- Responsible for bookkeeping, reconciling, returns and interdepartmental relations
- Stepped in to correct the budget, ultimately saving \$10,000 for production

### Costumes Paperwork Production Assistant

#### CBS STUDIOS

2024  
NEW YORK, NY

- Managed receipt tracking, memo check-ins, and high-value designer returns
- Expedited fitting resets; maintained on-site operations and cast hospitality on peak days

### Administrative & Wardrobe Apprentice

#### Apprentice Scenes Costume Designer

#### SANTA FE OPERA

2022  
SANTA FE, NM

- Crafted innovative paperwork for national shipments and returns, doubling efficiency
- Ran Lead Principle Track for the world premiere of *M. Butterfly* and 3 others

### Assistant Stage Manager & Director's Personal Assistant

#### MAGIC MOMENTS

2018-2019  
LITTLETON, CO

- Supervised over 200 people ages 3-85 on and off stage and throughout the rehearsal process and memorized every name

### Owner and Operator

#### IMAGINISTARR ENTERTAINMENT

2017-2020  
LITTLETON, CO

- Entertained in public spaces for large/intimate groups of all ages
- Networked with restaurants, ComiCons, and Make-A-Wish Foundation, to coordinate and provide entertainment for various events

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## Skills

**Software Proficiency:** Adobe Photoshop, InDesign, Acrobat, Google Suite, Microsoft Excel

**Project & Material Management:** Bookkeeping, material sourcing, import/export coordination

**Professional Development:** Networking, team collaboration, and vendor communication

Valid Class D Colorado Driver's License, Valid US Passport.

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## Educational Training

### SUNY PURCHASE REPERTORY THEATRE | PURCHASE, NY

Bachelor of Fine Arts in Theatre Design /Technology, Costume Technology and Costume Design Concentrations, Conservatory of Theatre Arts, School of the Arts, Purchase College, SUNY.

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REFERENCES GIVEN UPON REQUEST