

Mairéad Leahy

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SUMMARY OF SKILLS:

Incoming music teacher with a background in office administration, grant management, event coordination, and logistics spanning 7 years. Skilled woodwind doubler on saxophone, clarinet, and flute. Committed to community engagement through volunteering opportunities. Excellent communication and customer service skills. Skilled using Microsoft Office, Adobe, WordPress, FileMaker, and emailing/scheduling software such as Microsoft Outlook and BoardEffect.

TEACHING EXPERIENCE

STUDENT TEACHER

Band, Jazz, and General Music, Grades 9–12

March – May 2024

Foxborough High School, Foxborough, MA

Supervising teacher: Aaron Bush

- Jazz Lab Band: Led warm-ups and exercises to develop jazz concepts and improvisation. Prepared three tunes for performance at the Spring Jazz Fest. Directed the ensemble at the Spring Jazz Fest.
- Concert Band: Led warm-ups, assisted with sectionals, and worked on the Holst's Second Suite in F. Conducted the suite at the Pops concert.
- Regularly visited the middle school to observe bands and assist with sectionals.
- Attended festivals such as MAJE, MMEA, and MICCA.
- Created a template contract for visiting guest artists.

STUDENT TEACHER

Chorus and General Music, Grades 6–8

January – March 2024

O'Donnell Middle School, Stoughton, MA

Supervising teacher: Betty Bauman-Field

- Exploring Music: Co-taught 3 week guitar unit culminating in students performing a four-chords song of their choice. Adapted and developed 3 week music technology unit culminating in students composing a film score in Garageband to accompany a short video.
- Lifeskills Class: Led a sub-separate special education class that utilizes rhythm sticks, shaker eggs, scarves, TinkerTars, and vocal exercises.
- 7th grade and 8th grade choruses: Led warm-ups, selected appropriate pieces for each group, and rehearsed selected repertoire, tailoring instruction to the specific needs and abilities of each group.

SUBSTITUTE TEACHER

November 2017 – May 2018

Zama American Middle/High School

Camp Zama, Zama, Japan

- Supervised middle and high school classes in a variety of subjects, with first preference for music classes. Long-term substitute teacher for JROTC program.
- Taught students based on material left by the teacher. Provided one on one instruction to students who were struggling with material. Offered different solutions to the problems/questions given to them by their teachers.
- Provided teachers with feedback on progress and behavior of students.

PROFESSIONAL EXPERIENCE

U.S. ARMY NATIONAL GUARD MUSICIAN

May 2013 – May 2019

215th Army Band and 36th Infantry Division Band

Fall River, MA and Austin, TX

- Musician for the United States National Guard 215th Army Band as a Specialist playing saxophone and clarinet.
- Military Performance Team Leader for the Brass Band. Was responsible for the 10 soldiers on the team and provided them with direction, aid, and counsel.
- Performed missions across the state in several different Music Performance Teams (MPTs) to a wide variety of audiences including schools, assisted living communities, town festivals/holidays, and concert halls.
- Worked in public relations that included audience contact, information dissemination, recruitment and question and answer sessions.

PROPOSAL DEVELOPMENT SPECIALIST

June 2022 – Present

Boston University, College of Arts & Sciences

725 Commonwealth Avenue, Boston, MA

- Review all proposals submitted by the college and liaise with departmental grants staff, the Office of Sponsored Programs, and the Office of Research to resolve issues and ensure timely proposal submission.
- Support faculty and researchers in developing high-quality research proposals, including drafting budgets and ensuring adherence to sponsor requirements and university policies.
- Lead faculty orientation session for CAS Research, equipping attendees with essential resources and training for successful grant acquisition.
- Maintain CAS website sections on research opportunities and support to enhance visibility and accessibility of resources.
- Create and maintain an administrative handbook with details regarding processing grant proposals and related forms, office maintenance, grants related training opportunities.
- Supervise four student employees and facilitate creation and maintenance of a student handbook with daily and weekly tasks for students to complete.
- Organize and host luncheons for departmental grants staff throughout the college to discuss relevant grants related topics and connect with peers.
- Established channels for communication and sharing resources between grants staff in the college.

ADMINISTRATIVE COORDINATOR

February 2020 – June 2022

Boston University, Office of the President

1 Silber Way, Boston, MA

- Provided executive administrative support to the University President, the Senior Vice President for External Affairs, and to the Board of Trustees by answering and vetting phone calls, opening and sorting mail and email correspondence, and coordinating and scheduling meetings.
- Served as the initial point of contact for the Office of the President. Identified and resolved a wide range of inquiries and complaints. Researched, prioritized, and followed up on issues and concerns while exercising tact and diplomacy with highly confidential and potentially controversial issues.
- Provided staff support for presidential, board committees, and task force assignments.
- Assisted with special event coordination and execution.
- Maintained confidential office databases for peer institutions, board contact information, and professional nominations and awards by keeping track of changes, deadlines, and research.
- Updated and maintained administrative handbooks with details regarding office protocols, subscriptions, contact lists, and other office resources. Wrote administrative handbook for Office of the Trustees.
- Trained student employees on daily tasks, phone procedures, and office inventory maintenance.

ADMINISTRATIVE TECHNICIAN

May 2018 – January 2020

U.S. Army Japan

Camp Zama, Zama, Japan

- Wrote and maintained regulations and procedures for the organization regarding packet submission, tracking procedures, and proper formatting and templates for all submitted requests.
- Coordinated events such as Army Balls, luncheons, farewell parties, and team-building events.
- Managed all correspondence that comes through for signature/approval/response from the Command Team. Coordinated with originating office for corrections, changes, and updates.
- Supervised summer hire including creating weekly goals and tasks, monitoring productivity, and preparing and submitting paperwork such as payroll and performance reports.
- Maintained inventory for 3 conference rooms, totaling over \$250,000 in property.
- Maintained supplies and spaces, including coordinating and submitting requests for furniture, office supplies, cleaning needs, and building repairs and maintenance.
- Managed the calendars for the building's conference rooms. Schedule meetings and events, set up rooms, and provide information and technical support to the requestor.

ADMINISTRATIVE AND OPERATIONS VOLUNTEER

February 2017 – February 2018

Army Community Service

Camp Zama, Zama, Japan

- Volunteered in areas that include: front desk and reception areas, greeting customers in person or on the telephone, directing clients to the areas of need and recording messages.
- Maintained calendar for upcoming meetings, In Process Reviews (IPRs) for training exercises, and weekly agendas.
- Created inventory of files; updates information and regulations that are out of date.
- Managed files with handbooks, deployment information, and family information.
- Updated and maintained Hand Receipts and Property Book for all inventory for ACS staff members.

CAMP COUNSELOR

May 2013 – August 2015

Foxborough Recreation's Summer Booth Camp

Foxborough, MA

- Supervised of a group of approximately forty 5- and 6-year olds. Supervised children age 5-14 on field trips.
- Managed attendance of all children throughout the day, with multiple checks throughout the day.
- Spoke with parents and guardians regarding their children's behaviors, attitudes, and activities.
- Ensured students were safe, stayed together, and maintained their personal belongings and had everything they needed for trips.

VOLUNTEER EXPERIENCE

ZAMA COMMUNITY THEATRE FOUNDER/VICE PRESIDENT

February 2017 – November 2019

- Implemented and managed a comprehensive program for local community theatre.
- Created social media forum, flyers, and other forms of advertisement for the organization.
- Coordinate rehearsals with Community Recreation Center and other organizations to utilize space for rehearsals and provide oversight of the members during all scheduled events.
- Act as Director/Assistant Director for numerous productions.

ZAMA KILLER KATANAS (ROLLER DERBY) TREASURER

February 2017 – February 2019

- Managed the finances for the organization, including ordering supplies and gear, paying league dues, and coordinating the spending at recruiting events.
- Performed annual audit in accordance with Army Directorate of Family, Morale, Welfare and Recreation (DFMWR) guidelines.
- Also performed secretarial duties (meeting minutes) when the Secretary was not present.

ST. BALDRICK'S (FUNDRAISING)

November 2014 – March 2015

Joined the fundraising for St. Baldrick's as a "Shavee." Head shaving through this organization Advocated for the needs of children with cancer and the need for finding a cure. The money raised through these events and generous donations goes to research and finding a cure for childhood cancer. Successfully raised over \$3000 by over 50 people.

PUBLICATIONS

Leahy, M. (2023). Addressing dysconscious racism in music education. *Massachusetts Music Educators Journal*, 72(2), 35–37. <https://online.fliphtml5.com/mlkuf/gfxu/#p=1>

EDUCATION

Boston University, Boston, MA: September 2021 – Expected May 2024 Master of Music in Music Education
University of Massachusetts, Amherst, MA: September 2012 – May 2016 Bachelor's Degree with Individual Concentration in Music Management, Minor: Music Performance