

# Zoe Murphy

Boston, Massachusetts, 02149 | (617)610-4992 | zoemurphy131@gmail.com |  
<https://www.linkedin.com/in/zoe-murphy-982b7417a/>

## WORK EXPERIENCE

---

Site Coordinator; **Boston Music Project**  
Present

Boston, MA, 8/26/21-

- Communicates and sends updates about program to faculty and parents
- In charge of instrument inventory/distribution
- Communication liaison with instrument repair shop
- Handles on site administrative duties

Private Trumpet Teacher; **Wellesley Public Schools**

Boston, MA, 9/1/21- Present

- Privately teaches 12 trumpet students, ages 8-16
- Creates long term lesson plans

Advancement Program Intern; **Community Music Center of Boston**  
7/15/21

Boston, MA, 9/15/20-

- Video Editing Experience (Adobe Premier)
- Programmed 4 virtual concerts
- Publicity email newsletters of over 200 students
- Managed student Fundraising
- Part of a team of 6 people that raised over 15,000 dollars for last event

Teaching Artist; **Project TMI**

Boston, MA, 7/6/21- Present

- Boston Public Schools
- Lesson planned general music curriculum
- Teaches 2-30 person classes

Studio Teacher; **Private Studio Note-Worthy Experiences**

Sudbury, MA, 4/1/21- 7/6/21

- Privately taught 5-10 brass instruments, and 2 piano students
- Created long term curriculum and lesson plans for students
- Schedule Student lessons
- Record management and bookkeeping

## RELEVANT EXPERIENCE

---

**Freelance Band/Ensemble Leader**  
Present

Boston, MA, 10/10/20-

- Jazz combo and big band
- Schedule rehearsals and meetings
- Prepare group for concerts and special events
- Direct rehearsals and concerts

**Organized my concerts/recitals**

Boston, MA, 9/5/19-Present

- Developed programming for public events
- Wrote program notes

**Managing Payment for gigs/performances**

Boston, MA, 10/10/20-Present

- Negotiate contracts
- Manage Bookings and financing
- Negotiate fees and manage payroll

**Securing transportation for band members and equipment**

Boston, MA, 10/12/20-Present

- Organize travel and overall logistics of concerts
- Handle transportation of large equipment
- equipment rentals
- Assess equipment needs for concerts

**EDUCATION**

---

**New England Conservatory of Music**  
*Masters of Music, Jazz Performance, trumpet*

Boston, MA, 2020-2022

**Awards:** Young Artists Premier Scholarship

**Indiana University Jacobs School of Music**  
*Bachelors of Music, Jazz Studies, trumpet*

Bloomington, IN, 2020

**ADDITIONAL SKILLS**

---

Creative youth development skills, Collaborative skills, Community engagement skills, Standard computer skills (google drive/calendar/email/excel/docs), organizational skills, communication skills, Video Editing Skills (Adobe Premier), Audio Engineering Skills (Ableton), Web Development, Social Media Fluency