James P. Keary

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Portfolio at www.jameskeary.com

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To whom it may concern at NPR,

With my 3+ years of experience as a School Programs Associate at the New-York Historical Society I gained a skill set that includes excellent communication, highly efficient planning and scheduling, expert computer tech and administrative support skills and proficiency in multitasking. Add to that my recent work and education in the audio technology field where I've developed a skill set in audio editing, programming, and production, to name a few, and you will find that I am a great candidate for your Production Coordinator, News Ops position. My name is James Keary; and I would now like to outline what I can bring to NPR.

At the New-York Historical Society, my job was to manage the day to day operations and the services that our Education Department offered. This involved everything from coordinating with the other departments for museum spaces, to booking and scheduling with school and adult groups, to online and phone tech support of the booking database website, to managing the educators staff and equipment. This experience translated very easily to my position at Complete Music Studios in Brooklyn. While there, I worked primarily as a live sound engineer for critically acclaimed artist's practice sessions. On top of my sound reinforcement and live mixing duties, I also maintained the studio schedule, fixed broken equipment, managed the equipment rentals and booking procedures, and facilitated artists and musicians's practice sessions through my expertise. Finally and most recently, I gained a Masters degree from New York University in Music Technology, where I became an expert in audio production, design, programming, and electronics. Through these experiences, I am familiar and comfortable with the duties required for the Production Coordinator position.

One of my strongest skills is working with others, this is demonstrable through my most recent position as a Research Assistant for my professor at NYU, where I had to work within a diverse group. I gained great written and verbal communication skills through that experience and others, including my thesis work and presentation on natural surround sound microphone design. Through my experiences in school, my work as a freelance sound designer, and as an independent musician, I have become familiar with digital audio editing, audio file formats (even having written algorithms to compress audio files), and audio storage technology. Through developing my own portfolio website (www.jameskeary.com) I have gained experience in audio for the web, including an understanding of ISDN, FTP and IP protocols.

This July, I am relocating to DC. I hope this letter, my resume and portfolio show that I would be a great addition to NPR. I am available at your convenience to discuss the position. Thank you for your time and consideration.

Best,

James Keary