



Jeremy McCaleb

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Inventory of Skills and Experience

SKILLS

Computer

Multi-platform system set-up and administration, multimedia (graphics, animation, digital audio, internet), electronic publishing, WWW page creation/management, file format conversion, database management, telecommunications/connectivity and programming.

Audio

Multi-track studio production, recording/digitization/editing, optimization of substandard audio, radio program creation/writing/direction/production/performance, advertising, and narration including over 200 computer tutorials.

Media

20 years as Radio Announcer/Program Director/Music Director in a variety of formats, specialization in program development and production; familiar with a broad spectrum of music and its appeal; extensive advertising work (both copy writing and production).

Related skills: marketing, promotion, image and positioning, and market research.

Print

Involved in all phases of the publication of a glossy, bi-monthly promotional magazine and a 200-page annual catalogue, including writing, editing, proofreading, photo acquisition, layout, paste-up and print shop liaison.

Writing

Feature articles, reviews, narration, advertising copy, training material, documentation, users' manuals, on-line help, a desktop publishing workbook, Lampoon humor and an international award-winning, entertainment-based radio drama.

Project

Project direction experience includes a 14 hour radio play with a six month pre-production schedule involving over 100 people, a statewide event-coverage network and a morning magazine-format radio show. A list of projects follows at the end of this document.

EXPERIENCE

1994-Present

World Wide Web site design and implementation, server administration, CGI form development, search engine registration and all the thousand other things that fall under Web design and marketing.

1986-Present

On-site and remote software/hardware tech support on a variety of platforms, operating systems and networks, including DOS, Windows (3.11 / 95 / 98 / NT / 2K / XP), Novell, Linux, and UNIX.

1986-1996

Developer and producer of computer-based training for Paragon Consultants, including: curriculum planning/development, script-writing, software simulation, creative editing, user-interface design, tutorial narration, context sensitive on-line help, audio mastering

1983-1986

National Music Director of 3M/Oz Music Services. In addition to developing and recording music programming in 65 different formats, the position also required that I:

- research new musical formats and locate music sources,
- contact desired new record companies and arrange licensing,
- maintain contracts with record companies and licensing agencies,
- create and update music, licensing and publishing databases,
- calculate and make all music licensing payments,
- clean up substandard audio material from various media,
- perform extensive high-spec audio mastering and duplication,
- write, edit and proofread magazine and annual product catalog

1978-1983

Music Director of KBCO/Denver-Boulder, perennially one of Denver's top stations, where I continued to serve through 1993 as production consultant for special projects: I created, co-wrote, produced and directed *Intervention Day*, winner of the 1987 International Radio Festival of New York "Grand Award for Best Entertainment Program of the Year". World-wide competition included ABC, National Public Radio, the Canadian Broadcasting Corporation and the BBC.

1970-1978

Program Director, Music Director, Production Director for an assortment of stations around the Southwest, in formats ranging from classical to acid rock.

Freelance

Software/hardware setup and consulting, Novell network administration, complete internet services including World Wide Web page creation, setup and maintenance; digital audio work using my on-site studio, creative writing for fun and profit, voice and video talent work, graphics scanning, manipulation and format conversion.

SPECIAL PROJECTS

Intervention Day

Created, co-wrote, produced and directed this day-long April Fools' promotion, which became a biennial signature piece for KBCO, a science fiction presentation including fake spots, PSA's, news, traffic, features and DJ bits. The 1987 winner of the International Radio Festival of New York Grand Award for "Best Entertainment Program of the Year".

Kinetic Conveyance Challenge

Produced/directed live radio coverage of this 20 mile land and water race of human-powered vehicles. The coverage included the air studio, a base station at the site, and five mobile transmitters in jeeps, boats and a helicopter.

Coors International Bicycle Classic Radio Network

Produced coverage of the C.I.B.C. for a 7 station network, coordinating cutaways, intros/outros, commercial content and live reports from the course, which included stage races all over the state.

Boulder Music Awards

Produced three of these local music showcases featuring live shows from as many as 7 different clubs in the same evening.

C.U./Feyline Stadium Shows

Produced and co-anchored remote broadcasts on the mornings of outdoor concerts, including music, interviews, traffic reports, announcements, music, humor and chit-chat.

Boulder A.M.

Helped design/write/produce this magazine format morning radio show for KBCO.

Daytime Drama

Co-wrote and produced this daily soap-opera spoof for more than half of its 4 year run. Produced the studio demo in preparation for syndication.

Time Signatures

Set fundraising records at KCFR/Denver with this six day musical journey through time, breaking records I set with its predecessor, a musical journey around the world.