

September 23, 2020

**United Nations
International Seabed Authority (ISA)****RE: Multimedia Consultant (Radio/Podcast) job opening 20--ISA-141099-C-KINGSTON**

Dear Sir or Madam,

My name is Dalan Vanterpool, an experienced podcast host and producer from the British Virgin Islands, with 198 podcast episodes researched, crafted, recorded, edited and published over the past four years. I would be thrilled to work with your team on creating an engaging mini-series for the United Nations International Seabed Authority (ISA).

Beyond personal projects, I have produced professional voiceovers, radio/TV broadcasts, and podcast style content for clients including banks, law firms and other organizations. As a result of my commitment to excellence in this craft, on September 30, 2020 I will be one of the featured speakers for [International Podcast Day](#).

With experience and graduate level education in business, music and the arts, I'm able to leverage those skills to make your project a success, rather than just recording words into a microphone. You will also benefit from 15+ years of professional music training which developed a keen ear for audio details, and advanced skills using software such as Adobe Audition and Logic Pro X for production.

As you are aware, it takes more than technical skills to create engaging audio content. The host must be a charming conversationalist who is able to engage the unseen audience and the guest being interviewed. Conversations and deep curiosity have fueled my life while working and studying across five countries. Growing up in the English-speaking Caribbean, traveling widely, and now living a Spanish life in Latin America allowed me to develop bilingual language skills and a sympathetic ear for accents.

Recording remote interviews presents unique challenges to obtain high quality sound. I am pleased to discuss best practices for making this happen and take your guidance toward crafting a compelling, informative narrative with each guest.

You can find curated samples of my work and other details at dalanv.com/UNpodcast. I look forward to speaking with you soon and creating an epic podcast series for the ISA.

Thank you very much for your consideration.

Kind Regards,



Dalan Vanterpool

Appendix 1 – Proposed Pricing

Dalan Vanterpool - DV Global Group

Proposed Pricing

United Nations - International Seabed Authority (ISA)

Multimedia Consultant (Radio/Podcast)

ISA Podcast Project: Job opening 20–ISA-141099-C-KINGSTON

DESCRIPTION	QUANTITY	PROPOSED PRICE	TOTAL
Administration:			
Initial and ongoing consultations with ISA communications team	1	\$400.00	\$400.00
Podcast hosting set up, RSS feed validation, troubleshooting, and registration with major distribution platforms (Apple Podcasts, Google Podcasts, Spotify et. al).	1	\$100.00	\$100.00
Selection of intro/outro music following consultation with ISA team on the Emery and feel the show should have. Consultant will provide 2-3 suitable options for review.	1	\$50.00	\$50.00
Note: The client will need purchase the distribution license for the selected music to ensure they own all rights to the final content and to avoid copyright claims. If purchased from a standard stock music provider (recommended) this can range from \$20-\$50, not included in this proposal.			
Production:			
Copy writing and recording intro and outro template using bed music.	1	\$250.00	\$250.00
Research and preparation for each interview	6	\$100.00	\$600.00
Recording, editing podcast six 20-minute remote audio interviews with expert guests.	6	\$350.00	\$2,100.00
Uploading audio content to the ISA media player and other podcast platforms.			
Note: Remote interviews require significantly more work assisting guests with their audio equipment challenges, audio correction, and adjusting for time sync as data moves across the internet at varying speeds.			
Total			\$3,500.00