

Thomas Frazee

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Faculty Search Committee
Assistant Chair of Songwriting
Berklee College of Music
Boston, MA

Dear Search Committee,

My name is Tom Frazee and I am applying for the full-time position of Assistant Department Chair in the Songwriting Department as posted on your website. I am currently co-owner and creative director at Admagination Creative Services where we write and provide custom commercial and station jingles, theme and motivational songs and scoring for the broadcast industry, cause-awareness non-profits, sports enterprises and motivational conferences as well as our own personal projects. In addition, I have held full-time, adjunct and consulting positions for several colleges, universities and foundations including Berklee, University of Nevada-Las Vegas, Northwest Nazarene University, the Dave Brubeck Institute / University of the Pacific, Arts Northwest and Idaho Governors Commission on the Arts. My goal with this letter, accompanying resume and examples, is to show that my professional industry recognized work, faculty positions and consulting would make me the most uniquely qualified and passionate candidate for this position.

Assumption: The search for hiring a qualified person for this position comes down to two options: 1) to fill the position by promoting from within or 2) to hire an applicant from outside the college.

1. When you promote from within, you offer a job to a proven teacher, a person who knows the existing system. A person that has a proven passion for teaching their students everything they know based on the curriculum and their own professional development. This practice also takes a dedicated teacher and puts them in a complex administrative role that impacts the amount of contact time they have with students as well as reduces time spent on their own professional development. Many times, a teacher will demote themselves back to full time teaching in order to regain the purity of student contact, as well as time for working on their own creative growth.
2. When you hire from outside your faculty base, especially if the applicant has continued industry recognized professional development AND teaching experience, then you get a person who has spent each day bringing vision and skill sets to students and clients, helping them to find solutions for their needs, listen to what they say, overcome any objections and create the perfect product or learned result. There is no room for failure. What you get is a person who can think on their feet, bring their creativity to bear and have the prowess to manage many projects concurrently. Systems are relatively easy to learn. In their life, duplicable success is a daily balance between creativity, leadership, customer relations and project management.

As full-time faculty at Berklee, I worked within the school's system. I maintained a 92% approval rating from my students. I worked diligently to develop the very department I'm applying for. I was an advocate to help bring about positive changes for the faculty that are in place today. In adjunct and consulting positions at UNLV and NNU, I taught and mentored my students in classroom, seminar, directed study and a one-on-one environment. I helped to develop both on-site and online contemporary music programs at NNU and University of the Pacific which was under the auspices of the Dave Brubeck Institute. As the co-owner of an award-winning creative services studio, I spent everyday bringing the best of my art and craft, my songwriting and production skill sets, my passion for perfection, my leadership and project management abilities to hundreds of clients and students as well as my community. Possessing these abilities is why I believe I am the most uniquely qualified candidate for the position of Assistant Chair, Berklee Songwriting Department. The attached resume / CV and references should supply ample evidence of these statements.

Respectfully submitted,
Thomas Frazee