



KAREN BASS
MAYOR

September 20, 2024

Ms. Joanne D'Antonio
Chair, Community Forest Advisory Committee

Dear Ms. D'Antonio:

I hereby appoint Mr. Michael Bircumshaw to serve as the alternate representative to my primary representative on the Community Forest Advisory Committee. His resume is attached for reference.

Please let me know if you need any additional information.

Sincerely,

A handwritten signature in black ink that reads 'Karen Bass'.

KAREN BASS
Mayor

KB:tga

Attachment

MICHAEL BIRCUMSHAW

EXPERIENCE & RECENT STUDIES

UCLA Landscape Architecture Certificate Program

Los Angeles, CA

Certificate Candidate

September 2021- September 2025 (Expected)

- Studying design, site planning, plant materials, construction methods, as preparation for career change
- Developing expertise in: AutoCad, Rhino, SketchUp, Adobe, site analysis and planning, construction documents
- Relevant coursework includes: Urban Forestry, Tree Inventory, Sustainability (Public Policy), Post Occupancy Evaluation
- Producing professional-quality documents and reports, including EPA Water Policy, team member for the new UCLA Landscape Master Plan

Water Street | Anthem Entertainment Talent management firm

Los Angeles, CA

Associate / Principal / Owner

May 1992 - Present

People Management & Relationship Building

- Represented and advised over 100 film and television actors in all aspects of professional development and branding
- Unified and led cross-functional client teams (lawyers, agents, public relations, sales, and social media/marketing) by aligning priorities and building trust relationships, resulting in collaborative advocacy for clients
- Advocated for clients with buyers (e.g., studios, networks, producers) as a primary representative; negotiated over \$20M in bookings encompassing over 500 hours of television, 100 feature films and several stage productions

Project Management

- Fully produced festival-lauded short film (“The Tow”): raised \$27,000 dollars in funding through Kickstarter and managed backer rewards, budgeted production, hired and managed payments for 100+ person crew, lead successful acceptances to three festivals
- Led development and production of client’s lifestyle cookbook: secured \$60,000 book advance, tested recipes, booked full press tour, managed associated website and production of content supporting book launch, developed pitches for related TV show
- Developed documentary short (“The Cause”) about childhood malnutrition in Malawi for AT&T as a passion project for a client.

Logistics and Coordination

- Oversaw day-to-day business matters for clients, including appointments/schedules, document flow, communication, and travel
- Boots-on-the-ground management of client agendas and logistics at major in-person events including trade shows, ComicCon, festivals, premieres, award shows, publicity shoots and press junkets
- Managed execution of contracts from client perspective; ensured clients were aligned with all commitments prior to closing deals, procured payments for fulfillment of services, managed project/creative approvals for clients, and aligned actions of client teams on a day-to-day basis

Business Development

- Researched industry trends through daily consumption of trade publications and monitoring of open roles, tracking projects in their early stages
- Led identification of client opportunities; procured and negotiated work terms in coordination with clients’ agents and lawyers
- Wrote and edited public-facing communications for clients, including biographies, personal marketing materials, endorsement messaging, and social media campaigns

Prior Entertainment Industry Work

Los Angeles, CA

Various

July 1988 – October 1992

Production Assistant: Days of Thunder, Soapdish

Casting Assistant: Coneheads, Wayne’s World 2, Tombstone, Wrestling Ernest Hemingway

Assistant to Talent Agent: William Morris Agency

PRIOR EDUCATION

UNIVERSITY OF CALIFORNIA, LOS ANGELES

B.A., Political Science

June 1988

ADDITIONAL

- Committee Assignments: Protected Tree Ordinance
- Member: Trees Committee/Neighborhood Council Sustainability Alliance