

# Michael Poyntz

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## **PROJECT & PRODUCTION MANAGEMENT EXPERIENCE**

### **Project Manager – Fooji**

08/2024–Current

- Led end-to-end campaign delivery: timelines, budgets, cross-functional teams, and stakeholder coordination.
- Own strategy + execution for giveaways, influencer activations, product drops, and geo-targeted DTC experiences.
- Act as primary client lead, leveraging Fooji's SaaS + API integrations to drive real-time engagement, fulfillment, and compliance.

### **Head of Pop-Up Activations – Fooji**

05/2023–08/2024

- Managed pop-up rental clients across Fooji's NYC, Chicago, and LA storefronts; coordinated on-site client events.
- Built the storefront rental pipeline from scratch and drove \$80K in rental revenue.
- Spearheaded logistics: promo box distribution, delivery/staff coordination, and stocking 750+ inventory units on tight timelines.

### **Executive Producer / 1st AD – WEEKEND FROM HELL**

05/2024–08/2024

- Produced the indie short *WEEKEND FROM HELL* (20-page script) leading a 15-person crew and 5 actors through full production from casting to wrap.
- Raised \$20K cash plus \$100K+ in in-kind support (gear, locations, resources) while keeping the project on time and on budget.
- Ran production + set operations end-to-end: scheduling/line producing, camera dept execution, and safe fire/flammable stunts under strict compliance.

### **Assistant Stage Manager – Red Bull Theater (Your Own Thing)**

11/2022–12/2022

- Assisted the PSM for Your Own Thing (dir. Gabrielle Barre), helping maintain a focused, efficient, and productive rehearsal room.
- Managed props tracking for a prop-heavy production and produced clear, consistent rehearsal reports.
- Ensured Equity compliance for rehearsals/performances and ran secondary rehearsal rooms with union talent.

### **Associate Digital Producer/Support Lead – ImageMedia**

09/2021–10/2022

- Led a team of 6+ support specialists delivering live tech support for major hybrid corporate events (including Target and Pratt & Whitney).
- Trained support staff on Intercom, Cvent, and InEvent, and built a high-usage library of detailed event support/FAQ articles.
- Managed event-day operations end-to-end: supervised support queues/conversations and coordinated load-in/load-out logistics.

### **Associate Producer – LIC Creative (Primary Stages Gala)**

11/2022–11/2022

- Partnered with Executive Producers and Stage Management to deliver the Primary Stages Gala at Sony Hall.
- Managed high-pressure coordination across venue, talent, and client; led a PA team for talent wrangling and onsite execution.
- Supported a high-profile Broadway environment with professional stakeholder management; event raised \$125K+ in donations.

### **Key Production Assistant / Production Assistant – TAIT Towers**

09/2022–04/2023

- Supported high-profile live events as KPA/PA, including the 9/11 Commemoration, Bloomberg Climate Summit, TIME100 Next, and The New School graduation.
- Stayed execution-ready on event days: triaged requests fast, game-planned task lists, and coordinated closely with production teams to keep shows moving.
- Delivered detail-perfect support within union rules, venue requirements, and established production chain-of-command..

## **EDUCATION**

### **Muhlenberg College Allentown, PA**

01/2017–05/2019

Bachelor of Arts in Theatre (Acting); Minor in Computer Science

GPA 3.6

## **AWARDS & NOMINATIONS**

**Outstanding Mockumentary (Nomination)** – NJ WebFest (2025) for After Life Hunters

**Best On-Screen Chemistry (Winner)** – NJ WebFest (2025) for After Life Hunters

**Official Selection** – Big Apple Film Festival (2024) for Nice Knives

## **SKILLS**

**Camera:** ARRI, Sony, RED, & Canon Systems, Tilta + Preston, Ronin.

**Technical:** G Suite, Microsoft Office, Asana, Python, JSON, Final Draft, OBS, Valid Driver's License.

**Editing:** Adobe Creative Suite, DaVinci Resolve, Logic.

**Communication:** English (fluent), Spanish (conversational).

**Music:** Guitar, Bass, Piano, Percussion (intermediate).

**Interests:** Coffee, Chess, AI Automation, Television, Mockumentary, Dog Training.