Crewvie Onboarding Document

Home Page

To visit the Crewvie platform, please type in “crewvie.com” into your web browser. The home page will look like this:
On the top right of the page you will see a “SIGN-IN / UP” button. Use this to sign into your account using the email address and password you created.

The middle of the home page will also include an EIF Careers Program (EIFCP) banner:

If you click on the “LEARN MORE” button, you will be taken to the program’s landing page for a general overview of the initiative:

The EIF Careers Program (EIFCP) is creating a more diverse talent pipeline into film and television careers.

Once you’re signed in, on the top right you’ll see a dropdown menu underneath your picture (this will appear on each webpage on the Crewvie site). This menu enables you to access the site’s main features including your account settings, profile page, and messages. You can also use this to edit your profile and sign out.
Account Settings

If you select “Account Settings,” listed in the dropdown menu under your picture, you will be taken to a page that looks like the following:

At the top of the page in a black banner, you will find some of the main features of Crewvie, such as “Classifieds” and “Profile Directory” (these will be explained later on). This banner will appear on all webpages of the platform.

Under “Account Settings” you will also be able to access other Crewvie features, like your profile page and messages, as well as make changes to your account settings. In particular, we recommend you go to the “Resume” tab, click “My Experience,” and add your professional experience under “Work History,” keeping it updated every time you complete and secure a new job. Additionally, under “My Experience” you will see a new profile category called “Education / Training.” This category allows you to include your educational and training background, including for example, your college or high school degree. You can also find and update both the “Work History” and “Education / Training” categories directly from your profile page.
Profile Directory

If you click “Profile Directory” at the top of the page in the black banner, you will find the “Search for Crew” feature. This feature enables you to search the crew database by keyword or location. You may also narrow the results using filters on the lefthand side. Please note: you will not be able to see or use all of the filters listed, given the type of profile and access you have. The profiles that align with your search will auto populate on the righthand side, where you will be able to see the key components of each profile, such as their full name, desired job position and department, and location. You can also select each profile to view their profile page in more detail.

*Note: Crewvie has over 60,000 profiles, however over 340 of them are candidates, like you, that are a part of EIFCP and are sourced directly from pathway provider partners.
The “Classifieds” feature, which can be accessed from the top black banner, enables employers / hiring managers to post about job opportunities in order to find and source potential job applicants and crew. This feature is particularly useful if an employer is unable to find crew or a vendor while searching the database themselves.

For jobseekers, the “Classifieds” page is a great resource to find positions you are interested in. Typically each post includes the employer’s name, job position, department, and how to apply or be considered, in addition to details on the job tasks / responsibilities. You can select each post to find all the relevant information on the role. We encourage you to visit the “Classifieds” page regularly to search for various job opportunities across the industry.

| FILTER BY LOCATION | SEARCH: |
| FILTER BY DEPARTMENT | DATE | POST |
| FILTER BY JOB | | CATEGORY |
| NON-UNION | UNION |

- **DIRECTOR OF MARKETING & COMMUNICATIONS** For WIF (Women In Film) in Los Angeles, CA
  - LOS ANGELES CALIFORNIA
  - [JOBS](#)

- **Part-Time Art Assistant** for Turner Studios in Atlanta
  - ATLANTA GEORGIA
  - [JOBS](#)

- **Part-Time Art Director** for Turner Studios in Atlanta
  - ATLANTA GEORGIA
  - [JOBS](#)

- **Part-Time Prop Master** for Turner Studios in Atlanta
  - ATLANTA GEORGIA
  - [JOBS](#)
Edit My Profile

If you would like to make any changes to your profile, you can go to the “Edit My Profile” page, which can be found underneath the top right dropdown menu or on the “Account Settings” page under the “My Profile” tab. Candidates are encouraged to include as much information as they feel comfortable sharing. In particular, we encourage you to keep your “Availability” section updated and ensure that you have EIFCP and your relevant pathway program included in the “Associations” section. Don’t forget to click “Save” at the bottom of the page to save any changes made!

**IMPORTANT:** On the top of the page, you will find information about your Membership. Your subscription plan should be waived until July 2022, however we plan to continue covering the subscription costs for program candidates past this date as well. If for some reason your plan is set to expire before then, please reach out and let Irma Livadic, the EIFCP Manager, know at careersprogram@eifoundation.org
Some helpful tips to enhance your profile:

- **Job Position:** You can list up to three job positions. We recommend you input the job you are most looking to secure first, since it will show up immediately next to your name. If you currently have a job, please include that as well. You can also input “ASPIRING _____” to reference the job position you wish to secure in the long-term and to give employers a sense of your career aspirations and anticipated trajectory. For more information, please click the blue “What is this?” button on the bottom right of the “Job Position” question.

- **Department:** Like the “Job Position” question, you can type up to three departments you are interested in working in. If you are looking for opportunities in the corporate entertainment space (e.g., executive assistant, communications coordinator), please type in “corporate” for the department and/or include the specific department (e.g., Communications, Marketing, etc).

- **Links:** This is where you can include the links to your IMDB page and/or LinkedIn profile. You can also include other relevant links in the “Other Links” section, including your website and/or social media (see below). This will make it easier for Crewvie and the hiring managers on the platform to verify and approve your account once you register.

- **Region, Production Location, and Travel Preference:** “Region” is where you are presently located. There is also a separate “Production Location” section, which refers to the area you consider your permanent home base. You are only allowed to list one city here. If you are, for example, open to working elsewhere, you can list this preference under the “Travel Preference” section.

- **Industry Expertise:** This section allows you to list the software you have expertise in using. For example: G Suite, Microsoft Office, Adobe Photoshop, Wordpress, Shopify, etc. Be as specific as possible and include what you believe is relevant to the industry.

- **As a reminder,** the “Census” and “Inclusion Attributes” sections are optional for you to fill out.
Profile Page

To view your profile, you can select “My Profile Page” underneath the top right dropdown menu or from the “Account Settings” page. This is where all the information you input in the “Edit My Profile” page populates.

IRMA TEST LIVADIC
PRODUCTION ASSISTANT  ASPIRING PRODUCER
PRODUCTION
EF
LOS ANGELES, CALIFORNIA UNITED STATES

"Ready to hire!"

CHANGE MY THUMBNAIL

SUMMARY

WORK HISTORY
+ ADD WORK HISTORY
PRODUCTION ASSISTANT
EF
09/2020 - PRESENT
edit delete
COSTUME DESIGNER
EF
08/2019 - 06/2020
edit delete

LANGUAGE FLUENCY
BOSNIAN
ENGLISH

EXPERIENCE LEVEL
JUNIOR
+ 3 YEARS

PRODUCTION LOCATION
LOS ANGELES, CALIFORNIA

INDUSTRY ASSOCIATION
EFCP

UNION / GUILD
UNION 123

INDUSTRY EXPERTISE
FEATURE FILM
REALITY TV

INDUSTRY AWARD
EMMY
OSCAR

TRAVEL PREFERENCE
WILLING TO WORK OUT OF REGION/STATE

INDUSTRY PREFERENCE
COMMERCIAL
DOCUMENTARIES
FEATURE FILM
TELEVISION

BUDGET PREFERENCE
TIER 1
TIER 2

LINKS

WEBSITE

AVAILABILITY
WILLING TO DAY PLAY
BLACKOUT DATES ARE MARKED WITH DARK BARS

FEBRUARY 2022

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DATA AS OF 28 FEB 2022 AT 2:39 PM PST
Messages

The “Messages” feature enables candidates and production personnel to communicate with and between each other. To initiate a private message with another Crewvie user, please visit their “Profile Page” and click on the “Message” tab. You can view all your messages if you go to “My Messages” underneath the top right dropdown menu or from the “Account Settings” page. When you receive a message on Crewvie, you will receive an email notifying you to sign into your profile to view and respond to the message.

Email Blasts

In addition to the messaging feature, the Crewvie platform also allows email blasts to be sent out to all EIFCP database members. You may receive these occasionally in your email inbox asking for additional information to supplement your Crewvie profile or to provide you with details about job opportunities. You can respond directly to these blasts via your email. Make sure to check your spam folder consistently, as these emails may sometimes redirect there.

Job Placement Process

As a candidate of EIFCP, you are provided with two exciting opportunities:

1) Employer partners from the EIFCP network will have access to you through me (Irma Livadic, EIFCP Manager) during their search to identify candidates for open job opportunities and;
2) You will be accessible to a wider range of employers searching the larger Crewvie database for their hiring needs.

Essentially, being part of EIFCP gives you the best of both worlds to make you more visible to employment opportunities. With the Crewvie Classifieds feature, you are also able to find and apply for job opportunities on your own.

*Note: Once employers reach out to me about an open role, I curate lists of candidates using the Crewvie platform and then share that directly with productions and hiring managers. They can then reach out and move forward with candidates in the hiring process as they see fit (e.g., set up an interview). I may reach out and ask you for additional information, like your resume, via the Crewvie messaging or email blast feature. Therefore, please be sure to check your email inbox (and your spam folder) consistently.