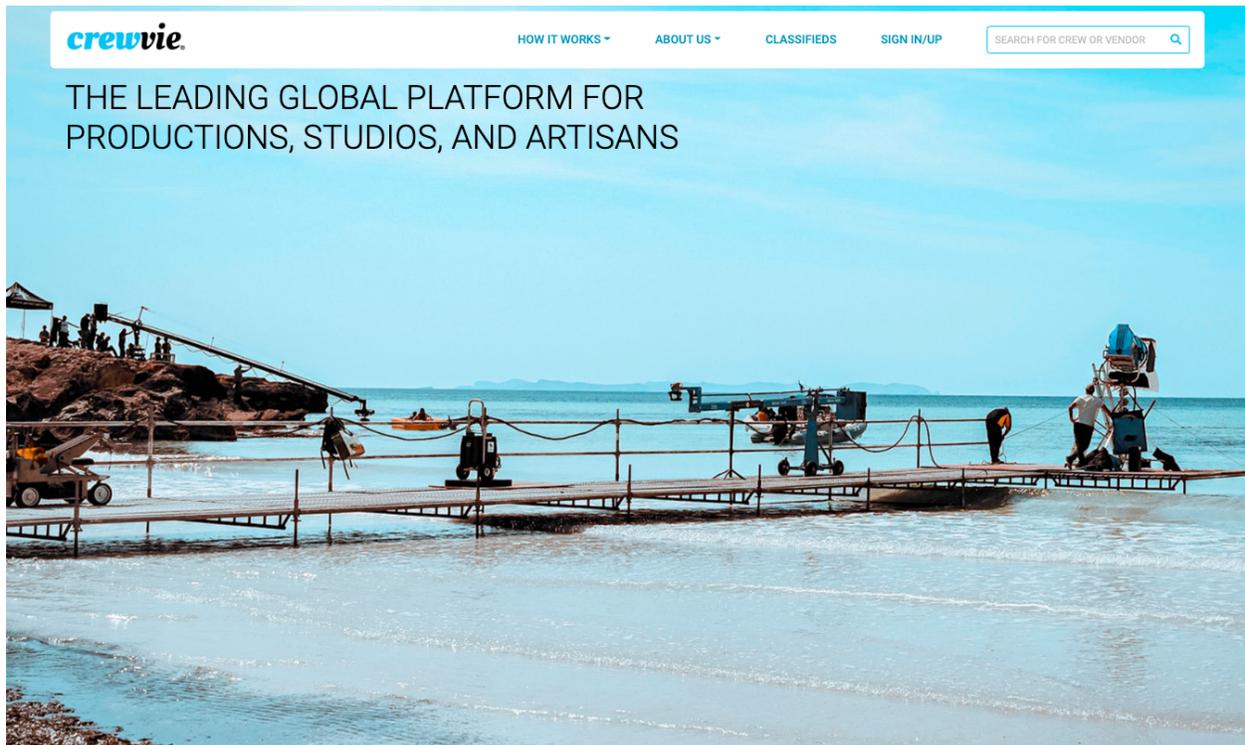


Crewvie Onboarding Document

Home Page

To visit the Crewvie platform, please type in “crewvie.com” into your web browser. The home page will look like this:

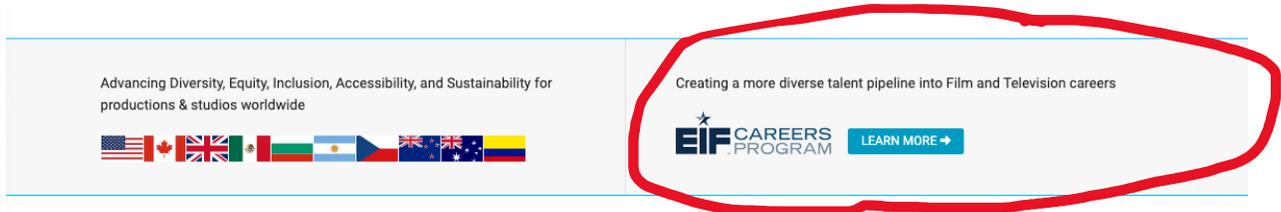


Crew & Vendors
Showcase what you can do, get hired, take control of your data, and be a part of the largest directory for productions and studios.

Productions
Set-up Crewvie Projects to build & collaborate with your team. Easily determine eligibility for awards & tax incentives.

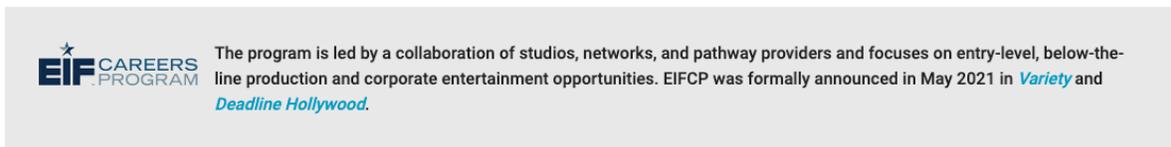
On the top right of the page you will see a “SIGN-IN / UP” button. Use this to sign into your account using the email address and password you created.

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

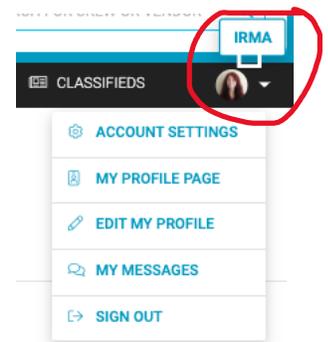


If you click on the “LEARN MORE” button, you will be taken to the program’s landing page for a general overview of the initiative:

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

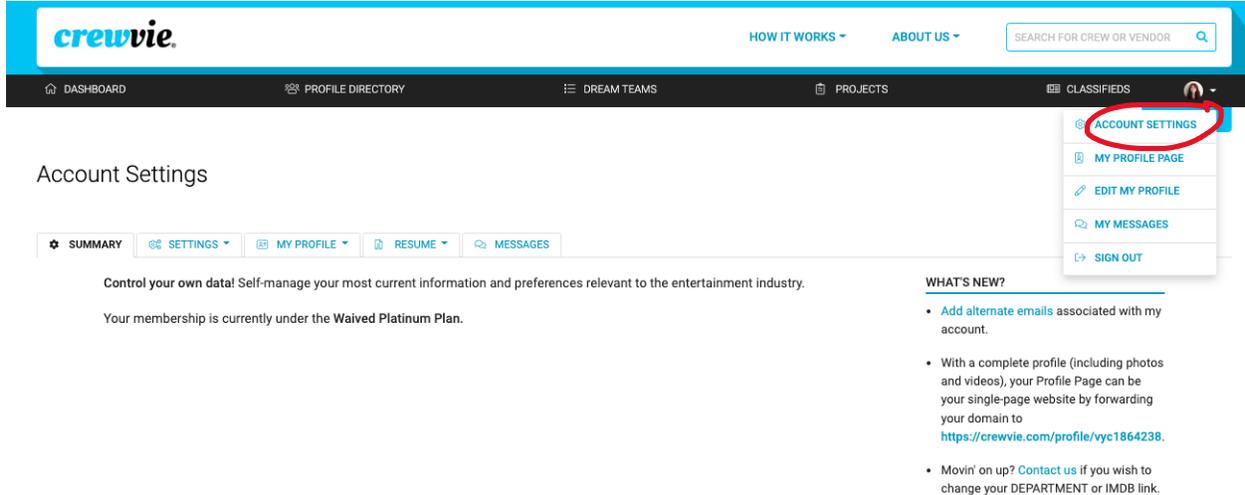


Once you’re signed in, on the top right you’ll see a dropdown menu underneath your picture (this will appear on each webpage on the Crewvie site). This menu enables you to access the site’s main features including your account settings, profile page, and messages. You can also use this to edit your profile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

WORK EXPERIENCE	EDUCATION / TRAINING
<p>PROGRAM MANAGER ENTERTAINMENT INDUSTRY FOUNDATION 09/2020 - PRESENT edit delete</p>	<p>PUBLIC POLICY MASTER OF PUBLIC POLICY UCLA LUSKIN SCHOOL OF PUBLIC AFFAIRS JUN 2019 edit delete</p>
<p>EVOLVE ENTERTAINMENT FUND COORDINATOR MAYOR'S FUND FOR LOS ANGELES 08/2019 - 08/2020 edit delete</p>	<p>POLITICAL SCIENCE BACHELOR OF ARTS UC SAN DIEGO MAR 2017 edit delete</p>

Profile Directory 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 screenshot displays the Crewvie Profile Directory interface. At the top, the navigation bar includes 'DASHBOARD', 'PROFILE DIRECTORY' (circled in red), 'DREAM TEAMS', 'PROJECTS', 'CLASSIFIEDS', and 'PORTAL'. A search bar is located in the top right corner. Below the navigation bar, the 'Profile Directory' section features a search bar with options for 'CITY/STATE/COUNTRY' and 'ANY DISTANCE'. On the left side, there are filter options for 'CREW WITH KUDOS', 'VENDORS', 'DEPARTMENT', 'JOB POSITION', 'EXPERIENCE LEVEL', 'INCLUSION ATTRIBUTES', 'ASSOCIATIONS', 'UNION / GUILD', and 'NOTES TO SELF'. A '+ SHOW MORE FILTERS' button is also present. The main content area displays a grid of profile cards. Each card includes a profile picture, job position, department, location, and demographic information such as ethnicity, gender, and age. For example, one card shows a 'PRODUCTION ASSISTANT ASSISTANT DIRECTOR' from Los Angeles, California, who is Caucasian, a woman, and 40+ years old. Another card shows a 'STUDIO TEACHER CONSULTANT' from Los Angeles, California, who is Caucasian, a woman, and 40+ years old. A third card shows a 'MAKEUP ARTIST MAKEUP' from Los Angeles, California, who is a man and a veteran. The interface also includes a 'WOMEN IN FILM' and 'EIFCP' filter option.

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.

Classifieds 

ALL POSTS MY POSTS JOBS JOBS

FILTER BY LOCATION 

FILTER BY DEPARTMENT 

FILTER BY JOB 

NON-UNION
 UNION

SEARCH:

DATE	POST	CATEGORY
NEW	DIRECTOR OF MARKETING & COMMUNICATIONS For WIF (Women In Film) in Los Angeles, CA LOS ANGELES CALIFORNIA	JOB
22 Feb '22	Part-Time Art Assistant for Turner Studios in Atlanta ATLANTA GEORGIA	JOB
22 Feb '22	Part-Time Art Director for Turner Studios in Atlanta ATLANTA GEORGIA	JOB
22 Feb '22	Part-Time Prop Master for Turner Studios in Atlanta ATLANTA GEORGIA	JOB

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*

[Account Settings](#) · [Edit My Profile](#)

MEMBERSHIP

Your membership is currently under the Waived Platinum Plan .
Your waived subscription will expire in 122 days, on Jul 01, 2022.
Movin' on up? [Contact us](#) if you wish to change your ROLE, DEPARTMENT or IMDB link.
 Make me searchable on the site.

BASIC INFO

<h4>CREDENTIALS</h4> <p>EMAIL</p> <p>Change Email Reset Password</p> <p><input checked="" type="checkbox"/> HIDE EMAIL ON RESUME <input type="checkbox"/> HIDE EMAIL ON CREW LIST</p> <p>MORE INFO ></p>	<h4>NAME</h4> <p>FIRST * IRMA</p> <p>LAST * LIVADIC</p> <p>PRONOUNS ? </p>	<h4>CURRENT EMPLOYER</h4> <p>COMPANY NAME Entertainment Industry Foundation</p> <p>Keep your Work History updated!</p>
<h4>DEPARTMENT</h4> <p>ORGANIZATION</p> <p>This is the department you have the most experience with in the industry. The first one will show up next to your name. Contact us to change this information.</p>	<h4>JOB POSITION</h4> <p>PROGRAM MANAGER ASPIRING DIRECTOR</p> <p>+ Add New Entry Here</p> <p>REQUIRED *</p> <p>WHAT IS THIS? ></p>	<h4>LINKS</h4> <p>IMDB https://imdb.com/name/nm#####</p> <p>LINKEDIN https://www.linkedin.com/in/irma-livad</p> <p><input type="checkbox"/> HIDE LINKEDIN FROM NON-MEMBERS WHY DO YOU NEED THIS? ></p>
<h4>COUNTRY</h4> <p>COUNTRY * UNITED STATES</p>	<h4>REGION</h4> <p>STATE/PROVINCE * CALIFORNIA</p> <p>CITY * LOS ANGELES</p>	<h4>POSTAL CODE</h4> <p>ZIP/POSTAL CODE</p> <p>This info helps you show-up on search results when a user *searches by location and distance* due to your geolocation.</p> <p>STREET ADDRESS</p> <p><input type="checkbox"/> HIDE STREET ADDRESS FROM MY PROFILE PAGE</p>

INCLUSION ATTRIBUTES

You may select one or more of the fields below that you identify with to promote and build diverse & inclusive workforce in the entertainment industry. Your answer(s) will be displayed on your profile. This is optional. You are not required to answer any of the questions in this section. Not completing this section is equivalent to declining to identify.

HIDE FROM NON-MEMBERS

LGBTQ+

MILITARY / VETERAN

PERSON WITH DISABILITIES

RACE & ETHNICITY

ASIAN

BLACK

CAUCASIAN

NATIVE/INDIGENOUS

LATINO

MIDDLE EASTERN

PACIFIC ISLANDER

GENDER

WOMAN

MAN

NON-BINARY

AGE

40+

30-ISH

20-ISH

CREW LIST EMAIL PHONE ASSOCIATIONS

[SAVE](#) [CANCEL](#)

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.

OTHER LINKS (OPTIONAL)

The screenshot displays the 'OTHER LINKS (OPTIONAL)' section of a profile editor. It contains five separate input boxes for different platforms:

- WEBSITE:** Includes a checked status icon (blue checkmark). The URL field contains 'https://www.eifoundation.org/program/'. There is a 'HIDE FROM NON-MEMBERS' checkbox and a 'VISIT WEBSITE' button with a globe icon.
- INSTAGRAM:** Includes a red status icon. The URL field contains 'https://www.instagram.com/yourname'. There is a 'HIDE FROM NON-MEMBERS' checkbox and a 'VISIT WEBSITE' button with an Instagram icon.
- TWITTER:** Includes a red status icon. The URL field contains 'https://www.twitter.com/yourname'. There is a 'HIDE FROM NON-MEMBERS' checkbox and a 'VISIT WEBSITE' button with a Twitter icon.
- YOUTUBE:** Includes a red status icon. The URL field contains 'https://www.youtube.com/yourname'. There is a 'HIDE FROM NON-MEMBERS' checkbox and a 'VISIT WEBSITE' button with a YouTube icon.
- FACEBOOK:** Includes a red status icon. The URL field contains 'https://www.facebook.com/yourname'. There is a 'HIDE FROM NON-MEMBERS' checkbox and a 'VISIT WEBSITE' button with a Facebook icon.

- **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
 EIF
 LOS ANGELES, CALIFORNIA UNITED STATES

CAUCASIAN
WOMAN
20-ISH

"Ready to hire!"

[CHANGE MY THUMBNAIL](#)

- [SUMMARY](#)
- [PRINT MY RESUME](#)
- [+ ADD TO](#)
- [SHARE](#)
- [UPDATE](#)

WORK HISTORY

[+ ADD WORK HISTORY](#)

PRODUCTION ASSISTANT

EIF
 09/2020 - PRESENT
[edit](#) [delete](#)

COSTUME DESIGNER

EIF
 08/2019 - 08/2020
[edit](#) [delete](#)

LANGUAGE FLUENCY

BOSNIAN
 ENGLISH

EXPERIENCE LEVEL

JUNIOR
 < 3 YEARS

PRODUCTION LOCATION

LOS ANGELES, CALIFORNIA

INDUSTRY ASSOCIATION

EIFCP

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

[<](#) [TODAY](#) [>](#)

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

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.*