



Powered by **crewvie**

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.

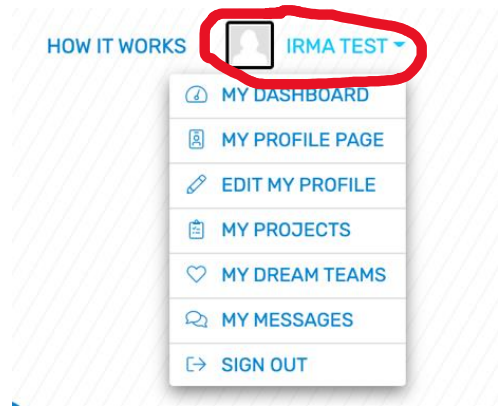
The home page will also include a blue EIF Careers Program (EIFCP) banner. If you click on this, you will be taken to the program’s landing page for a general overview of the initiative.

THE EIF CAREERS PROGRAM (EIFCP) IS CREATING A MORE DIVERSE TALENT PIPELINE INTO FILM AND TELEVISION PRODUCTION CAREERS.



The program is led by a collaboration of studios, networks, and pathway providers and focuses on entry-level, below-the-line opportunities in its first phase. Future efforts will focus on entry-level administrative support.

On the top right, you'll see a dropdown menu underneath your name and picture (this will appear on each webpage on the Crewvie site). This menu enables you to access the site's main features including your profile page, your messages, and your dashboard. You can also use this to edit your profile and log out as well.



My Dashboard















MY DASHBOARD

If you select “**(1) My Dashboard**” from the home page, you will be taken to the following page:

MY DASHBOARD

Control your own data! Self-manage your most current information and preferences relevant to the entertainment industry.

Your membership is currently under the Waived Premium Plan.

 Membership History	 My Profile Page	 Edit My Profile	 My Work History
 Change My Thumbnail	 Manage My Videos	 Manage My Photos	 My Profile Page
 My Availability	 Share My Profile	 My Projects	 My Dream Teams
 My Messages	 Sign out		

With a complete profile (including photos and videos), your Profile Page can be your single-page website by forwarding your domain to <https://crewvie.com/profile/crew1340851>.

Movin' on up? [Contact us](#) if you wish to change your DEPARTMENT or IMDB link.

You will also be able to access the main features of Crewvie from here. In particular, we encourage you to add your “**Work History**” and keep it updated every time you complete a new job.

Search for Crew

SEARCH FOR CREW

The **“Search for Crew”** 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 appear on the righthand side, where you will be able to see the key components of each individual’s profile, such as full name, job position, 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 270 of them are candidates, like you, that comprise the EIF Careers Program and are sourced directly from our pathway provider partners.

The screenshot displays the Crewvie search interface. At the top, the logo 'crewvie™' is on the left, and navigation links 'SEARCH FOR CREW', 'CALLOUTS', 'HOW IT WORKS', and 'IRMA TEST' are on the right. Below the logo is a search bar with 'SEARCH BY KEYWORD' and 'NAME | JOB' fields, a 'LOCATION' dropdown set to 'CITY, STATE, COUNTRY', and an 'ANY DISTANCE' dropdown. The main heading is 'SEARCH FOR CREW'. Below this is a note: 'Search our crew database by keyword or location using the form above. Paid members may narrow the results using filters.' On the left side, there are several filter categories: 'CREW WITH KUDOS', 'VENDORS', 'DEPARTMENT', 'JOB POSITION', 'EXPERIENCE LEVEL', 'INCLUSION ATTRIBUTES', 'ASSOCIATIONS', 'UNION / GUILD', and 'NOTES TO SELF'. A '+ SHOW MORE FILTERS' button is at the bottom of these filters. In the center, there is a 'SORT BY' dropdown menu. On the right side, there are checkboxes for 'WOMEN IN FILM' and 'EIFCP'. The main content area displays six crew profiles in a grid. Each profile includes a placeholder image, job title, department, location, and inclusion attributes. The profiles are: 1. Casting Director Casting, Los Angeles, California, United States, WIF - Women in Film. 2. Producer Production Adapted Pictures, Los Angeles, California, United States. 3. Producer Production, Los Angeles, California, United States, WIF - Women in Film, with a quote: "entrepreneurial storyteller looking to collaborate with a team to create quality". 4. Production Assistant Production, Mar del Plata, Buenos Aires, Argentina. 5. Sound Recordist Sound The Jimmy Kimmel Show, Los Angeles, California, United States. 6. Executive Producer Production HBO, Los Angeles, California, United States. At the bottom of the grid, there are color-coded bars representing various attributes: CAUCASIAN, WOMAN, 20-ISH, LGBTQ+, WOMAN, 40+, WOMAN, and 40+.

Callouts

[SEE/POST CALLOUTS](#)

The **Callouts** feature 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 Callouts 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 Callouts page regularly to search for various job opportunities across the industry.

The screenshot displays the 'CALLOUTS' page. On the left is a navigation sidebar with links: 'POST NEW CALLOUT', 'MY CALLOUTS', 'ALL CALLOUTS' (highlighted), and 'JOBS'. The main content area features a search bar and a table of job listings. The table has columns for 'DATE', 'CALLOUT', and 'CATEGORY'. Each row includes a 'NEW' badge, a job title, the employer name and location, and the category 'JOBS'. Some rows also include a date.

DATE	CALLOUT	CATEGORY
	NEW PRODUCTION MANAGEMENT ASSISTANT FOR BBC Studios Events in London, UK	JOBS
	NEW MANAGER, CREATIVE DEVELOPMENT & PRODUCTION - KIDS & FAMILY For Netflix in Los Angeles, CA	JOBS
	NEW ART DIRECTOR, CREATIVE CENTER For Sony Pictures Television in Culver City, CA	JOBS
	NEW DIRECTOR, SUPPLIER DIVERSITY For Sony Pictures in Culver City, CA	JOBS
	NEW CREATIVE COORDINATOR For Silvergate Media in New York, NY	JOBS
	NEW EXECUTIVE ASSISTANT, ORIGINAL PROGRAMMING For Showtime in West Hollywood, CA	JOBS
Apr 22, 2021	CASTING COORDINATOR (FEATURE) For The Walt Disney Studios in Burbank, CA	JOBS
Apr 22, 2021	DEVELOPMENT EXECUTIVE For Sony Pictures in Sydney, Australia	JOBS
Apr 22, 2021	CREATIVE ADVERTISING COORDINATOR For The Walt Disney Studios in Burbank, CA	JOBS
Apr 22, 2021	PERSONAL ASSISTANT For WarnerMedia in London, UK	JOBS

Edit My Profile

If you would like to make any changes to your profile, you can go to the “**Edit My Profile**” page underneath the top right dropdown menu. 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 once you’re finished making changes!

The screenshot shows the 'Edit My Profile' page with the following sections:

- MEMBERSHIP:** Your membership is currently under the Waived Premium Plan. Your waived subscription will expire in 55 days, on Sep 01, 2021. Movin' on up? [Contact us](#) if you wish to change your ROLE, DEPARTMENT or IMDB link.
- BASIC INFO:**
 - CREDENTIALS:** Includes links for 'Change Email' and 'Reset Password', and a checkbox for 'HIDE EMAIL FROM MY PROFILE PAGE'.
 - NAME:** Fields for 'FIRST' (IRMA TEST) and 'LAST' (LIVADIC).
 - JOB POSITION:** Radio buttons for 'PRODUCTION ASSISTANT' and 'ASPIRING PRODUCER', a '+ Add New Entry Here' button, and a 'REQUIRED' note.
- INCLUSION ATTRIBUTES:** A section for selecting identity fields to promote diversity, including checkboxes for 'HIDE FROM NON-MEMBERS', 'LGBTQ+', 'MILITARY / VETERAN', and 'PERSON WITH DISABILITIES'.

At the bottom, there are 'SAVE' and 'CANCEL' buttons, and a 'NON-BINARY' checkbox.

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.

JOB POSITION

List your current job position in the industry. The first one will show up next to your name, so make sure it's the one you have the most experience with.

You may only list up to 3 (three). Please make sure to update your WORK HISTORY to display your many job skills and experience

TIP: Working towards a higher position? Enter "Aspiring" in front of the job title. (For example: Aspiring Director.) There's always someone in the industry searching to hire, promote, or mentor up-and-coming talent. Be authentic on how you list your job position to open the door for the right opportunity.

- **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).
- **IMDB Page** - If you do not have an IMDB page, please enter your LINKEDIN and/or any other links in the “Links” section (see below). This will make it easier for Crewvie and the hiring managers on the platform to verify your account.


LINKS (OPTIONAL)

<p>WEBSITE ✓</p> <p>URL <input type="text" value="https://www.website.com/yourname"/></p> <p><input type="checkbox"/> HIDE FROM NON-MEMBERS</p> <p>VISIT WEBSITE</p>	<p>LINKEDIN ✓</p> <p>URL <input type="text" value="https://www.linkedin.com/yourname"/></p> <p><input type="checkbox"/> HIDE FROM NON-MEMBERS</p> <p>VISIT WEBSITE</p>	<p>INSTAGRAM ✗</p> <p>URL <input type="text" value="https://www.instagram.com/yourname"/></p> <p><input type="checkbox"/> HIDE FROM NON-MEMBERS</p> <p>VISIT WEBSITE</p>
<p>TWITTER ✗</p> <p>URL <input type="text" value="https://www.twitter.com/yourname"/></p> <p><input type="checkbox"/> HIDE FROM NON-MEMBERS</p> <p>VISIT WEBSITE</p>	<p>YOUTUBE ✗</p> <p>URL <input type="text" value="https://www.youtube.com/yourname"/></p> <p><input type="checkbox"/> HIDE FROM NON-MEMBERS</p> <p>VISIT WEBSITE</p>	<p>FACEBOOK ✗</p> <p>URL <input type="text" value="https://www.facebook.com/yourname"/></p> <p><input type="checkbox"/> HIDE FROM NON-MEMBERS</p> <p>VISIT WEBSITE</p>

- **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**” section 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. 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

[WEBSITE](#)

- SUMMARY
- GIVE KUDOS
- MESSAGE
- SHARE PROFILE
- ADD TO PROJECT
- ADD TO DREAM TEAM
- NOTE TO SELF

CAUCASIAN

WOMAN

20-ISH

[VERIFY ASSOCIATION](#)

[ADD TO PARTNER TEAM](#)

"Ready to hire!"

WORK HISTORY

PRODUCTION ASSISTANT
EIF
09/2020 - PRESENT

COSTUME DESIGNER
EIF
08/2019 - 08/2020

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

AVAILABILITY

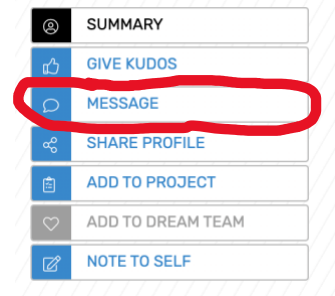
WILLING TO DAY PLAY
BLACKOUT DATES ARE MARKED WITH DARK BARS.

APRIL 2021 < TODAY >

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	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	29	30	1
2	3	4	5	6	7	8

Messages

The “**Messages**” feature enables candidates and production personnel to communicate with and amongst each other. To initiate a private message with another Crewvie user, please visit their “**Profile Page**” and click on the “**Message**” link. You can view all your messages if you go to “**My Messages**” underneath the top right dropdown menu. 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.



Job Placement Process

As a candidate of the EIF Careers Program, you are provided with two exciting opportunities:

- 1) Employer partners from the EIFCP network will have access to you through me, the EIFCP program 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 Callouts feature, you are also able to find and apply for job opportunities on your own.

*Note: For the first opportunity, after 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 / 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 via the Crewvie messaging feature, so please be sure to check your inbox consistently.**